

UW Oshkosh – Recommended Employee Retirement Checklist



Steps Toward Retirement (UW Oshkosh Recommended)

- A. Make appointment with Human Resources regarding Benefits and Leave Options at least *1-2 months* prior to anticipated retirement date
- B. Complete and Mail WRS Benefit Information Request Form to ETF at least *8-12 months* prior to anticipated retirement date
- C. Contact Social Security Administration *3-4 months* prior to retirement date
- D. Use the Resources available to you (see Internet Resources on page 5)

These guidelines are to ensure you are ready for the next step of your life and there is no delay in benefits or payments. It is recommended that you contact Human Resources with any questions or for assistance through the retirement process.

Faculty and Academic Staff:	Sabrina Johnson (johnsosj@uwosh.edu , 424-3008)
Classified Staff, Project Appointments:	Jodi Anthony (anthonyj@uwosh.edu , 424-2070)
Limited Term Employees:	Jo Fenrich (fenrich@uwosh.edu , 424-2279)

You are welcome to ask questions at anytime. You do not need to wait until 2 months prior to your retirement date to contact us.

If you need assistance with printing the application forms, please let us know.

Items to Think About



Are you Age 55 (50 for Protective) or Older? Yes No

If NO, you are not eligible for retirement benefits through UW System

If YES, you are eligible for accelerated retirement benefits through UW System

Are you Age 65 or Older? Yes No

If YES, you are eligible for retirement benefits through UW System

Have you ever been on leave without pay while employed: Yes No Do not recall
Dates/Year(s) on leave without pay (if applicable): _____

Consecutive Service (never without pay)

Returning to Work After Retirement – what you need to know on Page 6

----- See following pages for more details -----

A. UW Oshkosh Human Resources – Payroll & Benefits

1. Make Appointment to discuss benefits (insurances, vacation, sabbatical [ALRA], etc) at least 1-2 months prior to anticipated retirement date

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2. Leave Options

a. *Vacation* Vacation is pro-rated based on your retirement date. Any unused vacation will be paid out upon last day in pay status.

b. *Personal Holiday/Legal Holiday/Comp Time*

Any unused leave will be paid out upon last day in pay status.

c. *Sabbatical (ALRA)* Payout at time of retire OR Use while in pay status OR
 Add to sick leave for conversion (for Certain Classified Staff Only)

d. *Sick Leave* Escrow OR Convert to pay health insurance premium

3. Insurance Information

a. Health Insurance/Dental

Currently pay for premium(s)

Need to do Spouse-to-Spouse Transfer

Date Completed: _____

Does Spouse currently work for the State?

Yes

No

Is Spouse Retired from the State?

Yes

No

Is Spouse Dependent on your STATE Health contract?

Yes

No

Are You Dependent on spouse's STATE Health contract?

Yes

No

Are You Dependent on Spouse's Health Insurance not with the state?

Yes

No

Spouse's Name: _____ SS#: _____ DOB: _____

Health Plan Provider: _____

b. ERA

Stop at Retirement

Take Additional Payments to cover entire year



c. **Other Insurances** will be discussed during appointment with Human Resources

4. Arrange Address for final paycheck or where W-2 is to be sent

5. Provide written notice to supervisor and send copy to Human Resources

If you wish to use leave to remain in pay status, please discuss this option with your supervisor as it will affect the departmental budget and ability to hire a new employee. Indicate supervisor approval in retirement letter.

Include last day working and, if applicable, indicate any leave you may be using. Provide last day in pay status. Submit as early as possible after final decision to retire is made.

B. Department of Employee Trust Funds (ETF)



Address: P.O. Box 7931
Madison, WI 53707-7931

Phone Number: 1-877-533-5020
(608) 266-3285
TTY: (608) 267-0676
FAX: (608) 267-4549

Make Appointment to Attend a
One-on-One or Group Counseling Session:
1-877-533-5020, ext. 65717
(608) 266-5717

****Make Copies of Everything Sent for Your Records ****

- 1. Review Annual Retirement Statement received every April
- 2. **Benefit Information Request Form - Complete and Mail at least 8-12 months prior to anticipated retirement date**

Benefit Request Form: <http://etf.wi.gov/publications/et7301.pdf>

Date Sent to ETF: _____ Estimated Date of Retire (last day in pay status): _____

If Military Service Credit – Submit Form DD214 to ETF

Retirement Packet Received – includes Application to complete

- 3. **Attend Counseling Session in Madison (ETF Office, 801 W. Badger Rd)**

- Must have Retirement Packet from ETF before attending session



Group Session or One-on-one Session

Date: _____ Time: _____

- 4. **Mail Retirement Application form within 90 days prior to actual retirement date**

WRS Termination Date = last day in pay status (include days using leave prior to being off payroll)

Actual Date of Retirement: _____ (in pay status) Last Day Working: _____

Date Mailed Application: _____

- 5. **Sick Leave Conversion**

Escrow Sick Leave OR Use to Pay Health Insurance Premium

If Escrowing, complete Escrow Application: <http://etf.wi.gov/publications/et4305.pdf>

Date mailed Escrow Application to ETF: _____

NOTE: Human Resources will complete appropriate form for sick leave conversion

C. Social Security Administration

Oshkosh Office: 400 City Center, Suite B
Oshkosh, WI 54901

Phone: 1-800-772-1213
(920) 232-2355
TTY: (920) 232-0930



****Make Copies of Everything Sent for Your Records ****

IF 62 or older at retirement:

If you expect to apply for Social Security benefits when you retire from the WRS, contact Social Security 3-6 months prior to your retirement date. This will help ensure there is no delay in benefits upon retirement.

IF 65 or older at retirement:

- a. Have Human Resources complete the form for Social Security regarding Medicare begin date.

Date Submitted form: _____

- b. Apply for Medicare Part B 2-3 months prior to receipt of your final University of Wisconsin paycheck. This will help ensure Part B will be effective the first of the second month after receipt of your final paycheck.

Date Submitted Medicare Part B Application: _____

If you are remaining on the University health plan upon retirement, please note the following:

If you and/or your spouse are eligible for Medicare Parts A & B, your premium for your University health plan will decrease. You must notify ETF in order for your premium to be updated.

Your University health insurance covers your prescription drugs according to the co-pay schedule.

Internet Resources



University of Wisconsin System (Dept. of Employee Trust Funds):

WRS = Wisconsin Retirement System

Early Retirement - www.uwsa.edu/hr/benefits/retsav/early.htm

General Resource - www.uwsa.edu/hr/benefits/lifevent/retire.htm

WRS Retirement Calculator - etf.wi.gov/calculators/disclaimer.htm

Pre-Retirement Course - etf.wi.gov/publications/et4131.pdf

ETF Glossary of Terms - etf.wi.gov/glossary.htm

UWS Retirement & Savings www.uwsa.edu/hr/benefits/retsav/

ETF Presentations - etf.wi.gov/webcasts.htm

Includes presentations on: Buying WRS Creditable Service, Calculating Your Retirement Benefits Online, How to Complete a Retirement Application, Planning for the Inevitable, Your Annual Statement of Benefits, Your WRS Benefits

Public Employee Retirement Benefit Presentation - etf.wi.gov/news/ht_20041111.htm

Information for Retirees - etf.wi.gov/publications/et4116.htm

Wisconsin Retirement System Investment Board (SWIB)

General Information: www.swib.state.wi.us/

How Does SWIB Affect Me? www.swib.state.wi.us/Brochure.pdf

Market Volatility & Your WRS Benefits (ETF): etf.wi.gov/news/market_volatility.htm

Thinking of Cancelling Variable Fund Participation? www.etf.wi.gov/news/variable_cancellations.pdf

Social Security Administration

How to Prepare for Retirement - www.ssa.gov/retirement/

Social Security Benefit Calculator - www.ssa.gov/planners/calculators.htm

Retirement Planner - www.ssa.gov/retire2/

Social Security Administration - www.ssa.gov

UW Oshkosh

Retirement Planning Resources - www.uwosh.edu/hr/retirement.php

General Benefits Information - www.uwosh.edu/hr/benefits.php

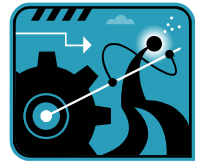
Human Resources - www.uwosh.edu/hr



FIRST GOV for Seniors

www.usa.gov/Topics/Seniors.shtml

Returning to Work After Retirement What You Need to Know



Private Employment

As a retiree you can work in private employment and your benefits administered by ETF (retirement and health/life insurance) will not be affected.

Employment with Any WRS Employer After Retirement

To be eligible for your retirement benefit, if your new WRS employment is in a position that meets WRS participation standards, your **employment cannot begin until the latest of the following dates:**

- the day after your annuity effective date;
- the thirty-first day after the date your WRS employment terminated;
- the thirty-first day after the date ETF receives your retirement benefit application.

Your annuity or lump sum benefit will be cancelled if your return to WRS-eligible employment occurs before this required break in service.

Note: If your WRS employer is the same employer from whom you terminated employment before your annuity began, the 30-day break in service requirement applies even if your new employment does not meet WRS participation standards.

Refer to the ETF Information for Retirees Publication for more information:

etf.wi.gov/publications/et4116.htm

