

JEFFERSON RETIREE CHECK LIST

Notification to Supervisor and Payment for Accrued Time

- Give notice to Supervisor (at least equal to annual ETO allotment or annual vacation allotment per policy).
- Ensure that your timekeeper processes PAF for your final paychecks
 - For regular hours worked (*paid in final regular paycheck*)
 - For accrued and unused ETO as applicable (*paid in check mailed to home Wednesday after final pay*)
 - **Accrued but unused “ETO” is payable to non-bargaining employees minimum age 55 with 10 years of service (*according to Benefits Service date*) up to Maximum Accumulated Time referenced in ETO Policy 200.64; all others are paid up to Maximum Payout referenced in ETO Policy 200.64.**
 - For accrued and unused EIB (extended illness bank) up to 36 days if applicable (*paid with ETO payout*)
 - **Accrued but unused “EIB” up to 36 days is payable to non-bargaining employees minimum age 55 with 10 years of service (*according to Benefits Service date*) who were in employee group eligible for this benefit prior to conversion to ETO**
 - Accrued but unused vacation up to eight weeks is payable to fulltime faculty and senior administrators, minimum age 55 with 10 years of service according to Benefits Service date.

Retirement Plans

- Defined Benefit Pension Plan Participants: Contact Your Pension Resources (Alight Solutions LLC) at www.yourbenefitresources.com/jeffersonretirement or 1-855-354-6942 (within 90 days of benefit commencement (retirement) date).
- Defined Contribution Retirement Plan Participants: Contact TIAA at www.tiaa.org/Jefferson or 1-800- 842-2888
- Contact 403b Carriers other than TIAA if you have contracts other than Vanguard that were not transferred to TIAA.
- Make appointment with Social Security Administration: 1-800-SSA-1213 or www.ssa.gov

Health & Welfare Benefits

- Option for 18 months coverage under COBRA through ADP. Bills are sent directly to your home. For additional assistance regarding COBRA contact ADP at 800-778-0043.
 - You are eligible for COBRA at any age. If elected, COBRA coverage terminates at age 65.
- If age 65 or older contact Social Security Administration 3 to 4 months prior to your retirement date to enroll in Medicare Part B and Medicare Part A if not already enrolled.
 - To avoid Medicare late enrollment penalty, enroll in Medicare Part B within eight months after the earlier of the end of your active employment or group medical coverage.
Submit Request For Employment Information for Medicare Part B enrollment (obtained from SSA) to HR Business Partner or drop off at HR, 833 Chestnut St, Suite 900.
- Explore Medigap Insurance. If selecting Medicare Part B you may also want to explore Medicare Part D for prescription coverage.
 - IBC offers a direct bill Medicare Supplemental plan with a Part D Drug plan. For more information please contact IBC at 1-877-393-6733.
 - For assistance in making decisions related to medical insurance you may contact Carebridge at 1- 800-437-0911.
- If interested in converting Life or AD&D Insurance Policy, you must contact your HR Business Partner within 30 days of termination. Reliance Standard must receive application within 60 days of termination.