

## **JEFFERSON**

### **RETIREE CHECK LIST**

#### **Notification to Supervisor and Payment for Accrued Time**

- Give notice to Supervisor (at least equal to maximum ETO Payout per policy or annual vacation allotment).
- Ensure that your timekeeper processes PAF for your final paycheck
  - For regular hours worked
  - For accrued and unused ETO as applicable
    - **Accrued but unused “ETO” is payable to non-bargaining employees minimum age 55 with 10 years vesting service 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
    - **Accrued but unused “EIB” up to 36 days is payable to non-bargaining center city campus employees minimum age 55 with 10 years of vesting service.**
  - Accrued but unused vacation up to eight weeks is payable to fulltime faculty and senior administrators, minimum age 55 with 10 years vesting service.

#### **Retirement Plans**

- Defined Benefit Pension Plan Participants: Contact Your Pension Resources (AonHewitt) at [www.yourbenefitresources.com/jeffersonretirement](http://www.yourbenefitresources.com/jeffersonretirement) or 1-855-354-6942 (approximately 4 months before retirement date)
- Defined Contribution Retirement Plan Participants: Contact TIAA-CREF at [www.tiaa-cref.org/Jefferson](http://www.tiaa-cref.org/Jefferson) or 1-800-842-2776 (approximately 3-4 months before retirement date).
- Contact 403b Carriers other than TIAA-CREF if you have contracts other than Vanguard that were not transferred to TIAA-CREF.
- Make appointment with Social Security Administration (Age 64)

#### **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 consider enrollment 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.
- 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 Insurance Policy, contact the Jefferson HR Service Center at 215-503-4772