

## UCA Guide to Estimated Deadlines for Retirement Related Issues

<b>Official Retirement Letter</b>	<ul style="list-style-type: none"> <li>Notify your department/manager of retirement date</li> </ul>	90 days recommended
<b>TIAA, APERS or ATRS</b>	<ul style="list-style-type: none"> <li>Request retirement application</li> <li>Discuss options for receiving funds</li> <li>Determine deadline to submit completed application to retirement system</li> </ul>	Retiree contacts retirement system no later than two months before retirement.
<b>Social Security Administration</b> <i>(Only if within 3 months of turning age 65 or older)</i>	<ul style="list-style-type: none"> <li>Determine deadline to apply for Medicare Part A and B</li> </ul> <p>(Contact Rhonda Roberts in UCA Human Resources Office to discuss the appropriate effective date.)</p>	Retiree contacts SSA no later than two months before retirement.
<b>Insurance Agent or Insurance Company</b> <i>(Only if within 3 months of turning age 65 or older)</i>	<ul style="list-style-type: none"> <li>Determine deadline to apply for Medicare Supplement plan</li> </ul> <p>(Contact Rhonda Roberts in UCA Human Resources Office to discuss the appropriate effective date.)</p>	Retiree contacts insurance agent or company no later than two months before retirement.
<b>UCA Human Resources</b> <i>(If age 65 or older and have both UHC and Medicare, learn when UHC's coverage changes to secondary.)</i>	<ul style="list-style-type: none"> <li>Determine eligibility, cost, and complete bank draft information for: <ul style="list-style-type: none"> <li>✓ <b>Health insurance</b></li> <li>✓ <b>Dental insurance</b></li> <li>✓ <b>Life insurance</b></li> </ul> </li> </ul>	Retiree contacts UCA Human Resource Office no later than two months before retirement.
<b>UCA BeWell</b>	<ul style="list-style-type: none"> <li>Determine eligibility</li> </ul>	Retiree contacts UCA Human Resource Office
<b>Cobra Information</b>	<ul style="list-style-type: none"> <li>Determine deadline to elect continuation of insurance benefits for a maximum of 18 months at 100% cost.</li> </ul>	PrimePay (UCA Cobra Administrator) will mail Cobra Rights and Election Notice to retiree's home address no later than 14 days past the retirement date.
<b>Conversion Notice for Supplemental Insurance products (Cancer, Accident, etc.)</b>	<ul style="list-style-type: none"> <li>Determine deadline to submit conversion notice to insurance company for product continuation</li> </ul>	Conversion Notice will be mailed to your home address from the UCA Human Resources Office no later than 14 days past the retirement date.
<b>UCA Bear Card Office</b>	<ul style="list-style-type: none"> <li>Obtain a UCA Retiree ID card</li> </ul>	Last week/day of employment
<b>UCA Police Department</b>	<ul style="list-style-type: none"> <li>Obtain a UCA Retiree parking tag</li> </ul>	Last week/day of employment
<b>UCA Locksmith Shop</b>	<ul style="list-style-type: none"> <li>Return UCA keys</li> </ul>	Last week/day of employment
<b>UCA IT Department</b> <b>Only if problem arises</b>	<ul style="list-style-type: none"> <li>No action required - email will continue automatically</li> </ul>	
<b>Leave Report</b>	<ul style="list-style-type: none"> <li>Submit final leave report</li> </ul>	Last day of employment.