Pittsburg State University
Retirement Checklist
(August 2015)

The decision to retire is not always easy to make and can sometimes take months (or years!) to finalize all of the details. The following information will help you with the decisions that need to be made before you retire from PSU. We encourage you to contact HRS (ext. 4191) to schedule an appointment if you need additional information or have questions. You should also review the information on the HRS web page for retirees: http://www.pittstate.edu/office/hr/policies-and-procedures/retirements.dot (from the HRS home page, click on Employee Benefits, then Retirement and Retiree Benefits).

ISSUES FOR ALL ELIGIBLE EMPLOYEES:

1. Determine when you are eligible to retire. Eligibility is based on your retirement plan.
   a. If you are in the KBOR Mandatory Retirement Plan, you can retire:
      i. At age 55 with 10 years of service with a Regents institution
      ii. At age 60 regardless of years of service

   Note: For University recognition as a retiree in official publications and ceremonies, the following guidelines apply:
      o Age 55 with at least 10 years of PSU full-time, continuous service or age 60 with at least 5 years of PSU full-time, continuous service.
      o Any employee that is terminated and/or allowed to resign under special circumstances shall not be listed as a retiree, even if eligible under retirement plan criteria used by HRS.

   b. If you are in KPERS 1 (hired before 7/1/2009), you can retire:
      i. At age 55 with 10 years of KPERS service (reduced benefit)
      ii. At age 62 with 10 years of KPERS service (full benefit)
      iii. At age 65 with 1 year of service (full benefit)
      iv. Any age when age plus KPERS service = 85 points

   c. If you are in KPERS 2 (first employed in covered positions on or after 7/1/2009), you can retire:
      i. At age 55 with 10 years of KPERS service (reduced benefit)
      ii. At age 65 with 5 years of service (full benefit)
      iii. At age 60 with 30 years of service (full benefit)

   d. If you are in KPERS 3 cash balance plan (hired January 2015 and after), you can retire:
      i. Age 55 with 10 years of KPERS Service (reduced benefit)
      ii. At age 65 with 5 years of service (full benefit)
      iii. At age 60 with 30 years of service (full benefit)
2. Determine your last day of work. Write a letter to your supervisor that says you will retire from PSU and indicates your last day at work. At a minimum, the letter should read as follows:

I will retire from Pittsburg State University on (insert date). This will be my last day at work. (Academic employee can use “end of the Fall/Spring semester.”)

Give the letter to your supervisor. Unclassified letters will be signed by all in the organizational chain with the President as the final signature. University Support Staff letters should be sent directly to HRS.

Note that when you give PSU your retirement letter, it will be routed to individuals in the organizational chain, and others in the University will learn of your plans to retire.

Your last day at work determines when health insurance, flexible spending and life insurance end. These benefits end on the last day of the month in which your last day of work falls.

Your retirement date for KPERS and the KBOR Mandatory Retirement Plan is the 1st day of the month following your last day at work. This date determines when you can access your retirement funds.

Example: Last day of work – Friday, April 15, 2016
Benefits end – Saturday, April 30, 2016
Retirement fund payments can begin – May 1, 2016

You should schedule a meeting with HRS 2 to 3 months before your last day at work to complete necessary paperwork.

3. Contact Social Security 2 to 3 months before you will retire to discuss the following:

a. If age 62 or older, discuss Social Security retirement benefits.

b. If age 65 or older, discuss enrollment in Medicare Parts A, B & D (see below).
   NOTE: If you are 65 or older and continue coverage through the State of Kansas Direct Bill program, you must have Medicare Parts A and B and provide a copy of your Medicare card to complete the Direct Bill enrollment process. See #4, below. Be sure to contact Social Security no later than 2 to 3 months before you will retire to ensure that you will receive your Medicare cards in time.

<table>
<thead>
<tr>
<th>Social Security &amp; Medicare Contact Information</th>
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<tbody>
<tr>
<td>Web Site: <a href="http://www.ssa.gov">www.ssa.gov</a></td>
</tr>
<tr>
<td><a href="http://www.medicare.gov">www.medicare.gov</a></td>
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Toll Free Phone: 800-772-1213

Joplin Office: 4102 Arizona Avenue
               Joplin, MO
               417-623-8314
Medicare is the federal government’s health insurance program for individuals age 65 and older. Some individuals under 65 may also qualify for Medicare because of disability or permanent kidney failure. Here’s a quick guide to each of the parts of Medicare.

a. Medicare Part A – Hospital Insurance: Part A is free for most beneficiaries. It helps cover inpatient care in a hospital or skilled nursing facility. It also covers hospice and some home health care. Part A has deductibles, coinsurance and/or copayments that are the beneficiary’s responsibility. Medicare leaves certain “gaps” in benefits, and members are responsible for paying these uncovered medical costs.

An employee who is enrolled in a State of Kansas (SOK) health plan A and continues to work for PSU when they turn 65 should also enroll in Medicare Part A when they turn 65. Likewise, a covered spouse should also enroll in Part A when they turn 65.

An employee who is enrolled in a SOK health plan C (high deductible plan) and continues to work for PSU when they turn 65 cannot enroll in Medicare Part A when they turn 65 and continue to contribute to the HSA. See the following information. A covered spouse enrolled in a plan C can enroll in Medicare Part A when they turn 65 and the employee’s HSA contribution will not be affected.

Q. Can an employee who has been enrolled in Plan C with an HSA continue to receive coverage under Plan C if they become eligible and enroll mid-year for Medicare?

A. Yes, a participant can still be enrolled in Plan C. However, if they become eligible and enroll in Medicare during the year, the employee’s maximum HSA contribution is limited to a pro rata amount based on the number of months they were HSA eligible as of the first of the month (once they enroll in Medicare, they are no longer eligible to make contributions into their HSA). The employee would need to contact our office so that we can stop the HSA contributions from being deducted from the employee’s paycheck and prevent any future employer contributions from being made into the HSA. The employee can still use their HSA funds for qualified medical expenses.

b. Medicare Part B – Medical Insurance: The Part B monthly premium in 2014 and 2015 is $104.90 for most beneficiaries, although some high-income individuals may pay more. Part B helps cover doctor’s services, medical tests, hospital outpatient care, some home health care and durable medical equipment. Part B also has deductibles, coinsurance and/or copayments that are the beneficiary’s responsibility. Medicare leaves certain “gaps” in benefits, and members are responsible for paying these uncovered medical costs.

An employee who is enrolled in the SOK health plan and continues to work for PSU when they turn 65 may not want to enroll in Part B unless they will turn 65 within 3 months before the date they retire from PSU. Likewise, a covered spouse may also not want to enroll in Part B unless their 65th birthday is within 3 months before the date the employee will retire. If you wait to enroll yourself and/or a covered spouse in Part B when you retire, the Social Security office will give you a form to bring to HRS for completion. This form will allow you and/or a covered spouse to enroll in Part B during a “Special Enrollment Period (SEP).”

An employee who is enrolled in a SOK health plan C (high deductible plan) and continues to work for PSU when they turn 65 cannot enroll in Medicare Part A when they turn 65 and continue to contribute to the HSA. See 3.a., above. A covered spouse enrolled in a plan C can enroll in Medicare Part A when they turn 65 and the employee’s HSA contribution will not be affected.
c. Medicare C – Medicare Advantage Plans: Medicare Advantage plans are an alternative to Medicare Parts A & B. They are administered by private insurance companies and cover the same benefits as Parts A, B & usually D. In Medicare Advantage plans, you pay the basic Part B premium and may pay an additional premium to the Medicare Advantage plan. Some also include extra benefits, such as dental, vision or hearing services. When you join a Medicare Advantage plan, the government pays a fixed amount to the insurance company every month for your care. The company will set its own rates for your out-of-pocket costs.

Medicare Supplemental Plans also provide additional coverage for Medicare participants.

**IMPORTANT:** Employees who are covered by the SOK health plan when they retire from the State of Kansas and covered dependents can continue health insurance through the SOK Direct Bill Program. Individuals who are 65 or older can select from Medicare Advantage Plans and a Medicare Supplemental Plan. See #4, below.

d. Medicare D – Prescription Drug Coverage: Part D is designed to assist in the payment of prescription drug costs. The program is administered through private insurance companies. The SOK Direct Bill Medicare Advantage and Supplemental plans offer options with and without Part D coverage.

The prescription drug plan that is provided with a SOK health plan C (high deductible plan) will provide creditable coverage for Part D.

Additional information on Medicare can be found at [www.medicare.gov](http://www.medicare.gov). You can also call 1-800-MEDICARE.

4. Decide if you want to continue health insurance (medical, dental and vision) when you retire. **Employees who are eligible to retire and who are covered by SOK health care can continue health insurance in the State of Kansas Direct Bill program for themselves and covered dependents as long as they continue to pay the premiums.** You can continue medical, dental and vision coverage. If you opt out of dental coverage, you cannot re-enroll in the State of Kansas dental coverage. You can also choose to continue the vision plan only without the health plan. You cannot continue the dental plan without the medical plan.

If you do not continue coverage in Direct Bill when you first retire, you and your dependents cannot come back on the SOK Direct Bill program at a later time.

| Note: If an active employee or retiree dies, the covered spouse and dependents can continue health insurance through the Direct Bill program. |

If you are under age 65 when you retire, you will continue in the same plan you are currently enrolled in. Employees and dependents who are age 65 or older can select a Medicare option. The rates will change each year. Direct Bill members will have an annual open enrollment period when they can change plans and enroll dependents. The open enrollment period is a 30-day period starting in November with changes effective on January 1 of the following calendar year.
If you continue in the Direct Bill program, HRS will enter your retirement in the SEHP Membership Administrative Portal (MAP). You will then then be notified when SEHP has created a portal in MAP where you will complete the Direct Bill enrollment. To complete enrollment, you will need to access MAP at the following address and register as a new user: https://sehp.member.hrissuite.com/. You will need your State of Kansas Employee ID # to register. You can find your SOK ID# on GUS, Payroll & Personnel Information, Electronic Data - Pay Stub.

If either you or your spouse 65 and older and eligible for Medicare, and you both continue in Direct Bill, you will each have to register with MAP as separate users. Those 65 and older will have to upload a copy of the Medicare card showing coverage in Medicare Parts A & B within 31 days of your retirement date to complete the Direct Bill enrollment process.

After you complete enrollment in MAP for Direct Bill, you will receive information from the Division of Health Care Finance about the Direct Bill coverage. You will also receive information directly from your health care company and from SEHP about COBRA coverage. You do not want to continue coverage directly with your health insurance company or under COBRA if you are continuing under Direct Bill.

Direct bill premiums are deducted from a bank account. EDS (Electronic Data Systems) is the company that administers payments for Direct Bill. EDS will send you information about paying the premiums for Direct Bill coverage, and you will need to send the company bank account information so that they can initiate a bank draft.


NOTE: Direct Bill premiums usually change at the beginning of the calendar year. Premiums for the next year are made available by mid-October of the preceding year.

A good resource for Medicare and other health insurance issues is the Senior Health Insurance Counseling for Kansas (SHICK): www.kdads.ks.gov/SHICK/shick_index.html or 800-860-5260.

5. If you have flexible spending, make sure you have incurred adequate expenses to be reimbursed for all of the money that has been withheld through your last pay check.

6. Determine eligibility for leave payouts. Eligibility is based on your State of Kansas Length of Service Date. There are 12 months for each year of service (this may be important for 9-month employees).

Payouts are on the final paycheck and are subject to retirement, Social Security and Medicare contributions and federal and state income taxes. You will net about ½ of the gross payout.

   a. Sick Leave

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<tr>
<th>SOK Length of Service</th>
<th>Hours Accumulated</th>
<th>Payout</th>
</tr>
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<tbody>
<tr>
<td>8 years</td>
<td>800 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td>15 years</td>
<td>1000 hours</td>
<td>360 hours</td>
</tr>
<tr>
<td>25 years</td>
<td>1200 hours</td>
<td>480 hours</td>
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b. Vacation leave

Maximum payout of 240 hours vacation leave.

Hourly rate for exempt employees is determined as follows:

\[ \text{Bi-weekly rate} / 80 = \text{hourly rate} \]

7. Decide if you want to tax shelter your leave payouts. You will need to select either the Deferred Comp plan provided by Great-West, or one of the approved voluntary tax sheltered annuity companies and complete the application with the company. You will also complete the KBOR authorization form available on HRS Forms On-Line. You need to decide how much you want to “net” (take home) on your last check. We will then be able to determine the total amount you can tax shelter.

8. Contact your voluntary tax sheltered annuity company directly to discuss withdrawal options if you participated in this program. You will need to access Plan With Ease (www.planwithease.com) to get authorization to access your funds. More information on Plan With Ease can be found on the HRS web site under Benefits, then Active Employees, then Retirement Plans. You may also need to complete a Withdrawal from KBOR Voluntary Retirement Plan form and provide to HRS to complete paperwork.

If you are under age 59 & ½, you must have a valid separation from service to access your voluntary retirement funds. You will not be approved to access your voluntary retirement funds if you are working, or have been appointed to work for, any KBOR institution.

9. Contact Great-West to discuss withdrawal options if you participated in the Deferred Compensation program.

10. Decide if you want to continue your regular life insurance (150% of salary) and optional group life, if you currently have it. Note that it can only be continued to age 70. Proof of good health is not required.

Note: You must be at work on your last day of work to continue the portability option. If you are not actively at work on your last day, you can continue life insurance by converting to an individual policy. The conversion premiums are higher than the portable premiums.

Here are the current rates Monthly Term Life Insurance – Monthly Rate for $1,000 of life insurance continued through the portability option.

<table>
<thead>
<tr>
<th>Age</th>
<th>Rate</th>
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<tbody>
<tr>
<td>50-54</td>
<td>$0.37</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.70</td>
</tr>
<tr>
<td>60-64</td>
<td>$1.07</td>
</tr>
<tr>
<td>65-70 *</td>
<td>$2.07</td>
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* Coverage reduced to 65% at age 65.
You will complete a form when you meet with HRS if you want to continue life insurance. You can pay for the life insurance by quarterly, semi-annual or annual billing or monthly EFT. There is an additional fee until you use EFT or are billed annually.

11. Additional Benefits for Retirees:

a. Faculty Space and Support - Faculty members may have office, lab space and secretarial support with approval by the Chair and Dean.
b. Tickets for University-Sponsored Events - Retirees receive two (2) complimentary tickets for University-sponsored events. Note that the value of complimentary tickets is a taxable fringe benefit and will affect your social security earnings for the calendar year.
c. Courtesy Parking Sticker - One (1) courtesy parking sticker is available through the President's Office.
d. Full library privileges.
e. Student Recreation Center privileges with paid membership.
f. Emeritus Status (Unclassified Faculty and Administrators only with 10 years or more of service) – Nominations for Emeritus status are routed through the organizational chain for approval with the President as the final signature. There is no monetary award associated with receiving Emeritus status. Retirees who are awarded Emeritus status will receive a letter from the President's Office.
g. PSU Email Account:
   i. Unclassified faculty and administrators awarded Emeritus status may continue to access their pittstate.edu email account through the use of a gusmail account. Emeritus status recipients will need to send an email to emeritus@pittstate.edu within 5 work days after receiving the President’s Office letter to set up a brief training session with Information Services.
   ii. Unclassified employees who are not awarded Emeritus status and University Support Staff can create a gusmail account (name@gus.pittstate.edu) for personal use. Note that gusmail is not intended for official PSU business. To create a GusMail account, please follow this link: http://www.pittstate.edu/office/gorilla-geeks/support/index.dot?id=104765

Note: Currently, funds received from one of the approved Regents Mandatory Retirement Companies (TIAA-CREF or Voya) or one of the approved Voluntary Retirement Plan companies are exempt from Kansas income tax. See Kansas Department of Revenue Notice 05-05 dated 6/2/2005.
ISSUES FOR KPERS/KP&F MEMBERS:

1. Request a KPERS estimate. Use the KPERS Benefit Estimator on www.kpers.org or request an estimate from KPERS by completing KPERS form 15-E.

2. KPERS benefit decision:
   a. Benefit Options:
      i. Maximum benefit with no option (with or without lump sum).
      ii. Joint Survivor option (50%, 75%, 100%) (with or without lump sum).
      iii. Life Certain option (5 year, 10 year, 15 year) (with or without lump sum).
         NOTE: If you are married, and you do not name your spouse as a Joint Annuitant, your spouse must sign the KPERS Application and the signature must be notarized.
   b. If lump sum selected (10%, 20%, 30%, 40%, 50%)
      i. Pay to self?
      ii. Pay to IRA, Roth IRA or defined contribution plan? (Need name of plan, account #, mailing address)
   c. Tax withholding from KPERS check.
   d. Direct deposit account for KPERS check.
   e. Beneficiaries? Can leave same as current.
   f. Funeral home designated for $4,000 death benefit?
   g. Make note of when you may expect your first KPERS retirement checks. Generally, KPERS pays checks at the end of the month. If your KPERS retirement date is 10/1/2014, you would receive your check around 10/30/2014.
   h. Gather documents the following for KPERS for you and a joint annuitant (if option is selected). See handout for acceptable documents. HRS must see the original documents. We will make a copy to send to KPERS.
      i. Proof of age
      ii. Proof of name change

If you need documents from Kansas, visit http://www kdheks gov/vital/birth.html.
ISSUES FOR REGENTS MANDATORY RETIREMENT MEMBERS:

1. Phased Retirement - [www.pittstate.edu/office/hr/employee-benefits/phased-retirement.dot](http://www.pittstate.edu/office/hr/employee-benefits/phased-retirement.dot) (from HRS home page, click on Employee Benefits, then Active Employees, then Phased Retirement.)

2. Limited Health Care Bridge – [www.pittstate.edu/office/hr/employee-benefits/health-insurance—limited-healthcare-bridge.dot](http://www.pittstate.edu/office/hr/employee-benefits/health-insurance—limited-healthcare-bridge.dot) (from HRS home page, click on Employee Benefits, then Active Employees, then Health Insurance – Limited Health Care Bridge.)

3. Contact your KBOR Mandatory Retirement company directly to discuss withdrawal options. You will need to access Plan With Ease ([www.planwithease.com](http://www.planwithease.com)) to get authorization to access your funds. More information on Plan With Ease can be found on the HRS web site under Benefits, then Active Employees, then Retirement Plans. You may also need to complete a Withdrawal from KBOR Mandatory Retirement Plan form and provide to HRS to complete paperwork.

4. Review the KBOR Separation of Service information. **You must have a valid separation from service to access your retirement funds. You will not be approved to access your retirement funds if you are working, or have been appointed to work for, any KBOR institution.**

IMPORTANT CONTACT INFORMATION

1. TIAA-CREF: Lawrence office – 785-856-4800 or 866-842-8604 Counseling Center – 800-842-2776

2. Voya: 785-296-0675 or 800-232-0024 x. 5

3. Deferred Compensation – Great-West (starting January 1, 2015): 800-232-0024 or tandem457@kpers.org

4. KPERS: 888-275-5737 or 785-296-6666

5. VALIC: 800-892-5558 x. 87247 or 620-875-3201