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# CUNY- University Benefit Office Pre-Retirement Planning and Post Retirement Information

Retirement is one of the most important events you will experience. The process may seem daunting, and you may have many questions as you prepare for that chapter in your life. The information provided below will assist you in understanding the process and answering many of the questions you may have. The information below is a combination of resources from CUNY, NYC Office of Labor Relations and the Retirement Systems (TRS, NYCERS and TIAA).

### **NYC Office of Labor Relations Information Sessions and Webinars:**

The NYC Office of Labor Relations has designed seminars for employees who are contemplating retirement, and who have specific concerns, for example, the available health benefits options. These specialized seminars are conducted at 40 Rector Street, 3<sup>rd</sup> floor. All interested employees, please sign up for these seminars on the OLR website at

<http://www1.nyc.gov/site/olr/health/active/health-active-seminars.page>.

For those with limited time available during the day, OLR has created a two-part video which also addresses these issues. Please click on the links below to view:

Part One (5:12): <http://www1.nyc.gov/site/olr/health/healthvideos/health-video-transition-seminar-pt1.page>

Part Two (4:13): <http://www1.nyc.gov/site/olr/health/healthvideos/health-video-transition-seminar-pt2.page>

### **CUNY University Benefits Office Retirement Planning Recordings and Presentations:**

The University Benefits Office conducts annual pre-retirement seminars for Instructional, ECP, Classified Managerial and Classified titles. These slide presentations are used during those seminars. Below are links to the recordings of the recent seminars for Instructional Staff as well as the slides presented in both Instructional and Classified seminars.

[Pre-Retirement Seminar for Instructional Staff 2020 \(recording\)](#)

[Pre-Retirement Seminar Breakout Session for TRS Members \(recording\)](#)

[Pre-Retirement Seminar Instructional Staff 2020](#)

[Pre-Retirement Seminar Classified Staff 2020](#)

### **CUNY University Benefits Office Retirement Information Booklets and Resources:**

[Pre-Retirement and Post-Retirement Guide for Instructional Staff: teaching and non-teaching](#)  
[CUNY Medicare Eligibility Grid](#)

**Pre-Retirement Forms/Important Links**

[Retirement Leave of Absence Form \(TRAVIA\)](#)  
[Terminal Leave Form](#)  
[TIAA Medicare Part B Premium Reimbursement](#)  
[Social Security Information](#)  
[CUNY TIAA portal](#)  
[TRS portal](#)  
[NYCERS portal](#)  
[As You Retire — For PSC Retirees Only](#)  
[Social Security Information](#)  
[Medicare Information](#)

**Phased Retirement**

[Phased Retirement Summary](#)  
[Phased Retirement Application – Faculty](#)  
[Phased Retirement Application – Professional Staff](#)  
[Phased Retirement Signed Agreement](#)

## **Retirement Checklist for NYCERS Members**

### **Action Items for the Prospective Retiree:**

1. Sign up for the Pre-Retirement Seminar presented by the University Benefits Office and also NYCERS. (This step is optional)
2. Employee must submit their intention to retire to their supervisor and the HR office indicating when they plan to start their retirement leave. The HR timekeeper will calculate their leave time and will provide them with the last day paid and the retirement date.
3. Apply for Medicare Part A and Part B within 3 months prior to your retirement date, if age 65 and over. You must complete a Medicare reimbursement form and you will be eligible to receive reimbursement for the Medicare Part B premium every August of the following year for the previous year of Medicare Part B premium payments that were paid.
4. Visit the Office of Labor Relations Health Benefits Program at <https://www1.nyc.gov/site/olr/health/summaryofplans/health-full-spd-page.page> for detailed information on the retiree health plan options.
5. You will receive a signed Health Benefits Application from HR/Benefits Office which serves as proof that you have filed for retiree health insurance. Please take this application with you when you consult with your specific union and or welfare fund about the union benefits as a retiree.
6. You must consult your union and/or welfare fund directly about the welfare fund benefits into retirement and complete appropriate forms.

### **Forms and Documents to send to HR Benefits Office within eight weeks prior to official retirement date:**

- Health Benefits Application
- Copy of Medicare Part A & Part B card for both employee and spouse, if age 65+
- Medicare Reimbursement Application for yourself and list eligible dependents, if age 65+
- Copy of NYCERS receipt that you filed for retirement

## **Retirement Checklist For TIAA Member**

### **Action Items for the prospective retiree:**

1. Sign up for the Pre-Retirement Seminar presented by the University Benefits Office (This step is optional) and meet with your TIAA-CREF advisor to review your account.
2. Submit the Application for Retirement Leave of Absence (Travia), if eligible, and return it to HR Timekeeper indicating when you are planning to start your retirement leave. The HR Timekeeper calculates your time leave balances and will provide you with the retirement date.
3. Meet with your TIAA-CREF advisor to apply for retirement and setup a Lifetime Income Annuity in order to pay for retiree health insurance premium.
4. Apply for Medicare Part A and Part B within 3 months prior to your retirement date, if 65 and over. You will be eligible to receive reimbursement for the Medicare Part B premium every August of the following year for the previous year of premium payments by completing the TIAA-CREF Medicare-Eligible Retirees Application Form for Medicare (Part B) Reimbursement.
5. Visit the Office of Labor Relations Health Benefits Program at <http://www.nyc.gov/html/olr/html/health/summary-plan-description.shtml> for detailed information on your retiree health plan options and the PSC-CUNY Welfare Fund at <http://www.pscunywf.org/retirees/eligibility.aspx> for detailed information on your retiree welfare fund benefits.
6. If you are paying for optional benefits through payroll deduction, contact the insurers (NYSUT, John Hancock, Mercer Catastrophic and any others) to be billed directly at home when you go off payroll so coverage will not lapse. For some coverages, deduction from your pension benefit can be worked out later. To remain eligible for NYSUT benefit programs, you must continue to be a NYSUT member by joining the PSC Retirees Chapter.

### **Forms and Documents to send to HR Benefits Office within eight weeks prior to your official retirement date:**

- Health Benefits Application
- PSC-CUNY Retiree Enrollment Form
- SilverScript Opt In Enrollment Form, if age 65 and over for employee and spouse, if applicable
- Copy of Medicare Part A & Part B card for both employee and spouse, if age 65 and over
- TIAA Application for Medicare Reimbursement
- CUNY Retiree Email Form
- CUNY Retiree Travia Form

## **Retirement Checklist For TRS Member**

### **Action Items for the prospective retiree:**

1. Sign up for the Pre-Retirement Seminar presented by the University Benefits Office (This step is optional) and meet with the TRS advisor to review your account.
2. Submit the Application for Retirement Leave of Absence (Travia), if eligible, and return it to HR Timekeeper indicating when you are planning to start your retirement leave. The HR Timekeeper calculates your time leave balances and will provide you with the retirement date.
3. Meet with Sandra Zaconeta the Retirement Benefits Counselor at PSC CUNY Welfare Fund for a pension consultation. Sandra can be reached at 212-354-5230 ext 1317.
4. Apply for Medicare Part A and Part B within 3 months prior to your retirement date, if 65 and over. You will be eligible to receive reimbursement for the Medicare Part B premium every August of the following year for the previous year of premium payments by completing the TIAA-CREF Medicare-Eligible Retirees Application Form for Medicare (Part B) Reimbursement.
5. Visit the Office of Labor Relations Health Benefits Program at <http://www.nyc.gov/html/olr/html/health/summary-plan-description.shtml> for detailed information on your retiree health plan options and the PSC-CUNY Welfare Fund at <http://www.pscunywf.org/retirees/eligibility.aspx> for detailed information on your retiree welfare fund benefits.
6. If you are paying for PSC optional benefits through payroll deduction, contact the insurers (NYSUT, John Hancock, Mercer Catastrophic and any others) to be billed directly at home when you go off payroll so coverage will not lapse. For some coverages, deduction from your pension benefit can be worked out later. To remain eligible for NYSUT benefit programs, you must continue to be a NYSUT member by joining the PSC Retirees Chapter.

### **Forms and Documents to send to HR Benefits Office within eight weeks prior to your official retirement date:**

- Health Benefits Application
- PSC-CUNY Retiree Enrollment Form
- SilverScript Opt In Enrollment Form, if age 65 and over for employee and spouse, if applicable
- Copy of Medicare Part A & Part B card for both employee and spouse, if age 65 and over
- Office of Labor Relations Application for Medicare Reimbursement
- CUNY Retiree Email Form
- CUNY Retiree TRAVIA Form