Congratulations on Your Retirement!
It’s a big decision, and we’re here to help. Here’s what you need to know.

When you are ready to retire from the University of Missouri, your process to do so will depend on your retirement plan. If you are unsure what plan you participate in, visit the Core and Voluntary Plans page (umurl.us/retplans).

Starting the Process:

**DB Plan and Hybrid Plan Pension Benefits**
- **Determine if you are eligible.** You must be at least age 55 with 10 years of creditable service, or age 60 with five years of creditable service (one year must have been achieved after age 54) as of your last day of service. Credit for retirement under the DB Plan or the DB Portion of the Hybrid Plan.
- **Announce your intent to retire.** Complete the instructions on page 2 of the Notice of Intent to Retire (NOI) form (umurl.us/RetireNOI). The Office of Human Resources needs your completed paperwork and documents at least 60 days prior to your retirement date.
- **Understand vacation payout.** For employees who accrued vacation, unused vacation balances as of their last day worked will be paid as a lump sum on the pay period following their final active pay.
- **Review your retirement election packet.** The packet will be sent to the email address provided on your NOI form approximately 30 days before your retirement date. If you provided your NOI with less than 60 days notice or change your retirement plan, you will experience a delay in receiving your packet.
- **Get to know your pension benefits.** Until your retirement date, you can continue to use the online Pension Benefits Portal (umurl.us/retcalc). This tool provides a comprehensive overview of your pension benefits from the University of Missouri.

**DC Plan and Hybrid Plan Matching Benefits**
- **Determine if you are eligible.** If you are a participant in either the DC Plan or the DC portion of the Hybrid Plan, you are always immediately vested in your contributions to the 457(b) plan. To be eligible for the matching funds the university contributed to your 401(a) plan, you must earn at least 3 years of creditable service.
- **Request disbursement.** When you are ready to retire, contact Fidelity (800-343-0860) to discuss your options for disbursement and withdrawal during retirement.

**Voluntary Retirement Plans: 403(b), 457(b), 401(a)**
- **Review your options.** If you contributed to any voluntary retirement plans as an employee, when you are ready to retire, contact Fidelity (800-343-0860) or the company you contributed to as an employee to discuss your options for disbursement and withdrawal during retirement.

**Think about health insurance coverage:**
- **University health insurance:** To determine your eligibility to continue university insurance after retirement and view plan options if eligible, visit the Retiree Benefits Overview page (umurl.us/retireben). If you are unsure, contact our office for a review of eligibility.
  - **If eligible to continue insurance as a retiree:**
    - You will receive election forms to the email provided on your NOI. Complete and return your forms to either enroll or decline coverage prior to your retirement date. Benefit coverage and plan eligibility may be affected based on when you return your forms.
    - Insurance elections will not be processed until all pension election and payroll forms have been completed and returned to our office.
    - Please note, your retiree insurance effective date will be the first of the month following your retirement date, unless your date is the first day of the month, in which case it will begin on your retirement date.
- **Medicare:** Medicare-eligible retirees and their Medicare-eligible dependents should apply for Medicare Part A and Part B (medicare.gov) no less than 90 days before turning age 65 or before your retirement date (if over age 65 as of your retirement date) to ensure benefits will be in effect at the time you retire, regardless of your eligibility for University Health Insurance as a retiree.
  - If eligible for University Health Insurance as a retiree, and eligible for Medicare at retirement, send a photocopy of signed Medicare card(s) to retirement@umsystem.edu prior to your retirement date. Enrollment in Medicare Part A and B are required to enroll in a UM-sponsored Medicare Advantage Plan.
- **COBRA:** All retirees will receive information on COBRA (umurl.us/cobra) in the mail. If you are eligible, and plan to continue University Health Insurance as a retiree, you may disregard the COBRA information. If you are not eligible, review your options under COBRA.
- **Life Insurance:** If you were enrolled in one or more of the university’s Group Life and/or AD&D insurance plans (umurl.us/life) prior to retirement, you may be eligible to port and/or convert your applicable policies. You will receive portability and conversion information from Unum once your retirement has been processed. If you are eligible and plan to continue university Life and/or AD&D coverage as a retiree, you cannot port or convert this same coverage through Unum.
Rehire requirements:
If you think you might work for the University again in the future, review rehire requirements (umurl.us/rehire) for those that are younger than age 62 and currently receiving retirement benefits. These include:

- No rehire discussion, understanding or agreement may occur prior to your separation from the university.
- There must be a 90-day break in employment before consideration for rehire unless that rehire is part of a competitive hiring process.

Campus retiree associations:
Each campus has its own retiree association. If you are interested in more information, visit the UM System Retirees Associations (umurl.us/stayconnected) webpage. You may also visit MyHR (My Personal Details>UM Employee Data) to opt-in to share your contact information with your campus retiree association.

Retaining university email address:
Retirees may submit a request to maintain their university email account if it's needed for ongoing academic or research endeavors, university business continuity or for volunteer activities in support of their university. Retirees must be sponsored to maintain eligibility. Review complete eligibility requirements on our Email Management Policy webpage (umsystem.edu/ums/is/electronic-mail-use-and-management-procedures)

NOTE: Accounts which are not approved to be retained after retirement will be locked and all content will be deleted after 21 days from the retirement date. Contact your campus IT help desk (umsystem.edu/ums/is/helpdesks) for additional information.

Set your retiree email in myHR:
The University of Missouri allows retirees to set a retiree email address in myHR in order to receive official communications from the university at the email address of their choosing. For instructions on setting a retiree email, consult the ‘Set Retiree Email in myHR” tutorial, available in the ‘Retirees’ section on the myHR Training webpage (umurl.us/myhrinfo).

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<tr>
<th>Resource</th>
<th>Administrator</th>
<th>Phone</th>
<th>Website</th>
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<tbody>
<tr>
<td>Human Resources Service Center</td>
<td>University of Missouri</td>
<td>(573) 882-2146</td>
<td><a href="http://umurl.us/retirement">http://umurl.us/retirement</a></td>
</tr>
<tr>
<td>403(b), 457(b) and 401(a) Plans</td>
<td>Fidelity</td>
<td>(800) 343-0860</td>
<td><a href="nb.fidelity.com/public/nb/umdretirement/home">nb.fidelity.com/public/nb/umdretirement/home</a></td>
</tr>
<tr>
<td>Medical plans (non-Medicare retirees/dependents)</td>
<td>UnitedHealthcare</td>
<td>(844) 634-1237</td>
<td><a href="https://member.uhc.com/myuhc">https://member.uhc.com/myuhc</a></td>
</tr>
<tr>
<td>Medical plans (Medicare-eligible retirees/dependents)</td>
<td>UnitedHealthcare</td>
<td>(866) 899-5903</td>
<td><a href="https://retiree.uhc.com/umsystem/home">https://retiree.uhc.com/umsystem/home</a></td>
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| Medicare assistance               | CLAIM (Missouri SHIP) | (800) 390-3330  | Questions: [www.missouriclaim.org/about/contact](www.missouriclaim.org/about/contact)  
   Events: [www.missouriclaim.org/community-events](www.missouriclaim.org/community-events) |

The contents of this document and any web links contained herein are not meant to provide all the information you may need to or should consider when thinking about retirement. This document is merely a suggestion of some possible steps that might be helpful to you in your preparation for retirement. The document does not take into account individual situations, so certain elements may or may not apply to you.