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 UM System, 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 (http://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 (http://umurl.us/RetireNOI). UM System HR needs your completed paperwork and documents at least 60 days prior to your retirement date.
- **Understand vacation payout.** For staff members who accrue 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 of notice or you 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 (http://umurl.us/retcalc). This tool provides a comprehensive overview of your pension benefits from the University of Missouri System.

Starting the Process:
**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 three 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.

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 (http://umurl.us/retireeben). 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 you 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 B (http://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.
  - Note Medicare eligibility for covered members and 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:** Retirees will receive information on COBRA (http://umurl.us/cobra) in the mail. If you are eligible and plan to continue University coverage 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 (http://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.

Contact us
If you have any questions or concerns, please contact the UM System Office of Human Resources:

Phone: (573) 882-2146 or (800) 488-5288
Email: retirement@umsystem.edu
Rehire requirements
If you think you might work for the University again in the future, review rehire requirements (http://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 Retiree Associations (http://umurl.us/stayconnected) webpage.

Retiree email eligibility
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 (https://www.umsystem.edu/ums/is/electronic-mail-use-and-management-procedures)

NOTE: Accounts which are approved to be retained are locked for approximately 30 days after the retirement date while they are cleaned up and transitioned. The account will not be accessible during this period. Accounts which are not approved to be retained after retirement will be locked and all content will be deleted after 45 days from the retirement date. Contact your campus IT help desk (https://www.umsystem.edu/ums/is/helpdesks) for additional information.

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<thead>
<tr>
<th>Resource</th>
<th>Administrator</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary retirement plans</td>
<td>Fidelity</td>
<td>(800) 343-0860</td>
<td><a href="https://nb.fidelity.com/public/nb/umretirement/home">https://nb.fidelity.com/public/nb/umretirement/home</a></td>
</tr>
<tr>
<td>Medical plans (non-Medicare retirees/dependents)</td>
<td>United Healthcare</td>
<td>(844) 634-1237</td>
<td><a href="https://www.myuhc.com">https://www.myuhc.com</a></td>
</tr>
<tr>
<td>Medical plans (Medicare-eligible retirees/dependents)</td>
<td>United Healthcare</td>
<td>(866) 899-5903</td>
<td><a href="https://www.uhcreetiree.com/umsystem">https://www.uhcreetiree.com/umsystem</a></td>
</tr>
<tr>
<td>Medicare assistance</td>
<td>CLAIM (Missouri SHIP)</td>
<td>(800) 390-3330</td>
<td>Questions: <a href="http://www.missouricleaim.org/about/contact">www.missouricleaim.org/about/contact</a> Events: <a href="https://www.missouricleaim.org/community-events/">https://www.missouricleaim.org/community-events/</a></td>
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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.