STEPS TO RETIREMENT FOR STAFF EMPLOYEE

1. Notify manager and Human Resources Benefits Department within 4-6 weeks of anticipated retirement date

2. The Benefits Department notifies Payroll of retirement

3. You will receive a retirement letter from the Benefits Department outlining your benefit options

4. Review the letter and complete the section indicating the level of retiree medical coverage desired and whether you wish to maintain your university email account

5. Return the completed and signed benefit election portion of the letter to the Benefits Team

6. After retirement, pay medical premium upon receipt of medical coupon from Retiree Medical vendor

7. Separate COBRA and benefits conversion information will be sent to your home address

8. Review COBRA and life insurance options, complete any necessary forms, and return to vendors where appropriate

9. Contact TIAA-CREF at [www.tiaa-cref.org](http://www.tiaa-cref.org) or (800) 842-2776 and/or Fidelity at [www.fidelity.com/atawork](http://www.fidelity.com/atawork) or (800) 343-0860 regarding your 403(b) account

10. Contact a local Social Security Office to arrange Social Security Retirement Income. To find booklets online or locate the nearest office, visit [www.ssa.gov](http://www.ssa.gov).

11. If age 65 or older, or will soon reach age 65, contact Medicare at 1-800-MEDICARE to enroll in Medicare Parts A and B (also necessary for a spouse age 65 or older). This should be done within 6 months prior to retiring (or turning 65 if retiring prior to age 65).

   Please note: If you have medical coverage under another plan, other than DePaul’s, you may not need to enroll in Medicare Part B.