



UNIVERSITY OF WEST GEORGIA

STEPS TO RETIREMENT FOR FACULTY/STAFF

A Timeline and Step-by-Step Guide to assist with your Transition into Retirement

It's never too early to begin planning!

This preparation guide lists matters you should consider as you approach retirement. It is not a substitute for individual retirement planning, nor does the University of West Georgia offer any specific legal, tax, or retirement planning advice.

University of West Georgia Human Resources
1st Floor, Aycock Hall
University of West Georgia
Carrollton, GA 30118
678-839-6043
www.westga.edu/hr/

ELIGIBILITY FOR RETIREMENT

Under Teachers Retirement System of Georgia (TRS) or Georgia Optional Retirement Program (ORP):

- * has completed 30 years of creditable service, regardless of age, of which the last 5 years of employment must have been continuous with the USG; or
- * has completed 10 years of creditable service, and is age 60 or older; or
- * has at least 25 years of benefited service established with a State of Georgia-sponsored retirement plan. The last 5 years of employment must have been continuous with the USG. An early pension penalty will apply to an individual who elects to participate in TRS or ERS if he or she decides to retire with between 25 and 30 years of benefited service before attaining age 60.
- * is deemed totally and permanently disabled as documented through receiving disability benefits from SSA following 9.5 years of creditable service to the USG in a regular, benefited position.

SERVICES FOR RETIREES

Admission to Theatre Performances	678-839-4722
Campus Center Fitness Access	678-830-5500
Continuing Education	678-839-6611
Retiree Legacy Scholarship	678-839-6582
Main Number, UWG	678-839-5000
Ingram Library	678-839-6350
Courtesy Parking Hang Tag	678-839-6629
University Bookstore	678-839-6523
University Communications & Mktg	678-839-6464

RETIREMENT PERKS

- Free courses for retirees age 62 or older (pending space availability).
 - \$25,000 Basic Life insurance paid by the University Supplemental Life can be continued into retirement. Please check with Metlife to continue portability from a group plan to an individual plan.
 - Upon the death of a retiree, his or her spouse/dependents shall remain eligible to continue in group health insurance. The spouse is eligible until they remarry. Dependents are eligible until age 26.
 - Benefits: Open enrollment information packets are mailed to retirees each fall. All enrollment material will also be available on the USG Benefits website at www.usg.edu/hr/benefits.
 - Various discounts at local businesses when UWG ID is presented.
 - 10% discount at UWG Bookstore by showing your UWG ID.
 - Parking hang tag.
 - Retiree ID card.
- [For more info on perks go to webpage on ARFS site: www.westga.edu/hr/]

IMPORTANT CONTACT INFORMATION

One USG Benefits Call Ctr	1-844-587-4236
USG Shared Services Ctr	1-855-214-2644
ALIGHT Retiree Hlth Exchg	1-866-212-5052
CAPTRUST	919-870-6822 or 770-507-0025
CVS/Caremark	1-866-601-6935
Social Security	1-800-772-1213
www.ssa.gov	
TIAA/CREF	1-800-842-2888
www.tiaa-cref.org	
Corebridge	1-800-426-3753
http://www.corebridgefinancial	1-478-405-5005
Fidelity Investments	1-800-343-0860
Alumni Travel Program opportunities	678-839-5261
UWG Athletics	678-839-6533

ADDITIONAL RETIREE ORGANIZATIONS

USG Retiree Council (USGRC)
http://www.usg.edu/academic_partnerships/accreditation/committees/view/usg_retiree_council

GA-HERO <http://ga-hero.org/>

Georgia State Retirees Association
<http://www.mygsra.com>

The Association of Retired Faculty and Staff was established in 2004 and is a voluntary organization dedicated to maintaining social connections with university colleagues; fostering continuous involvement between UWG and its retired employees; supporting the well-being of our retirees; and encouraging meaningful contributions by our retirees to the future of the university and to the academic community.

Membership in ARFS is free and completely voluntary. To learn more about ARFS activities contact Lauren Niedringhaus: 678-839-6043 or lniedringhaus@westga.edu.

JOIN US EACH YEAR AS WE CO-HOST THE ANNUAL RETIRED FACULTY & STAFF RECEPTION/REUNION.

MORE INFORMATION CAN BE FOUND AT:
www.westga.edu/arfs/

FIVE YEARS PRIOR TO RETIREMENT

- Attend annual Retirement Seminars hosted by the Association of Retired Faculty & Staff where valuable information is distributed and retirement and pre-retirement experiences of faculty and staff are shared. Call 678-839-6043 for information.
- Attend events on retirement issues and benefits offered through Human Resources.
- Request your Earning and Benefit Estimate Statement from Social Security. Call 1-800-772-1213 or access www.ssa.gov.
- Develop a network of peers who are willing to discuss their experiences with choices they made in retirement planning and selecting advisors.
- Begin to think about post-retirement use of time, second careers, part-time work, possible re-location, long-term commitments other than work – such as family, friends, community, and health and fitness.
- Schedule an appointment with your Benefits Consultant at 678-839-6043 to review the benefits coverage available through the USG at retirement. Find out when to make changes, add/delete dependents, or make payments.
- Review your retirement plan asset allocations, long- or short-term goals, and distribution options.

FOUR YEARS PRIOR TO RETIREMENT

- Review use of time; join an organization or group to try it out.
- Explore possibilities of relocation by visiting a destination at various times of the year or planning an extended vacation.
- Consider your interests in part-time work, a second career, or consulting.
- Experience the flavor and lifestyle of retirement by building a network of persons and contacts who are already retired.
- Reflect on long-term commitments other than work, such as family, friends, health, fitness, and community.
- Attend the annual Retirement Seminar and share thoughts with your colleagues. Call 678-839-6043 for information.

TWO YEARS PRIOR TO RETIREMENT

- Make preliminary decisions about your post-retirement use of time. Discuss ideas for continuing research, teaching activities or part-time work with your department head/dean/director. Gather information on phased options for retirement.
- Attend the Retirement Seminar to obtain updated information on retirement processing and share experiences with fellow employees. Call 678-839-6043 for information.
- Request illustrations of your retirement distribution options from TIAA-CREF, Fidelity, and Corebridge.
- Give more serious thought to relocation, family and community commitments.
- Take time to review healthcare and projected costs for medication. Talk with family members, peers, associates.
- Decide if you need to change health plans during UWG's annual open enrollment period.
- Attend health-education seminars offered at your local hospital.

ONE YEAR PRIOR TO RETIREMENT

- Locate your birth certificate, SS# and, if applicable, marriage certificate (or divorce decree) and most recent W-2 to present when you apply for Medicare and Social Security. Access Medicare at 1-800-722-1213, www.medicare.gov
- Inform department head/dean/director of intended retirement date.
- Finalize plans for phased retirement and/or post-retirement teaching, research, or part-time work.
- Don't forget to attend the Retirement Seminar one last time! Call 678-839-6043.

SIX MONTHS PRIOR TO RETIREMENT

- * Finalize decisions on insurance coverage. Schedule an appointment with your Benefits Consultant (678-839-6043) to get acquainted and begin retirement processing.

THREE MONTHS PRIOR TO RETIREMENT

- Finalize your retirement plan distribution decisions.
- Request forms from TIAA-CREF, Fidelity, and Corebridge.
- Apply for Social Security **3 months before you want benefits to start.** 1-800-772-1213
- Request information on Medicare Parts A and B three months before age 65.
- Contact OneUSG Benefits Connect Call Center at 1-844-587-4236 to ensure your retirement date is notated in the system and get additional information for billing after retirement. If you are post-65, please contact the ALIGHT RETIREE HEALTH EXCHANGE to enroll for Post-65 Retiree Healthcare Benefits. 1-866-212-5052.
- Begin to inform appropriate organizations and individuals of changes to contact information (e.g., email address, etc.).
- Inform University of West Georgia clubs and organizations of your intended retirement if your retirement affects membership status.
- Contact the Association of Retired Faculty and Staff (ARFS) about being added to their listserv – 678-839-6043.

ONE MONTH PRIOR TO RETIREMENT

- Review your paycheck stub and arrange to cancel any reductions or deductions no longer applicable. Call the appropriate offices for this.
- Schedule an appointment with your Benefits Consultant (678-839-6043) to continue healthcare and other insurance, and to review other retiree benefits.
- Complete applicable retirement plan paperwork if this has not been completed.
- IF YOU ARE BEING CONSIDERED FOR EMERITI STATUS, inform ITS of this (678-839-6587) and ensure that the termination form completed by your department chair/dean/supervisor indicates this so your westga.edu email address will not be turned off upon your retirement.