



**PRE-RETIREMENT CHECKLIST  
UPDATED JULY 2011**

- Select an anticipated date of retirement and begin to contemplate pension options.
- Check beneficiary information.
- Contact your retirement counselor and/or investment counselor
  - SERS members need only to contact 1-800-633-5461 (toll-free) to be connected with their local counseling center. The SERS website is [www.sers.state.pa.us](http://www.sers.state.pa.us).
  - TIAA-CREF members can call 412-803-3653. TIAA-CREF's website address is [www.tiaa-cref.org](http://www.tiaa-cref.org).
  - PSERS members need to contact 1-888-773-7748 (toll-free). PSERS' website address is [www.psers.state.pa.us](http://www.psers.state.pa.us).
- Visit [APSCURF's webpage](#) for an abundance of information on retiring and retirement!
- Contact your human resources office.
- Confirm "credited" years of service.
- Certify any outstanding qualified service time while in active status. No payment is required to purchase the value of this service during active service. The amount owed can be subtracted from the pension.
- CBA health retirement requirements to retain lifelong health benefit coverage include one of the following:
  - 25 years of "credited" service at any age
  - 10 years of "credited" service at superannuation age (60 years of age) (applies to those hired prior to the fall semester of 1997)
  - 15 years of "credited" service at superannuation age (60 years of age) (applies to those hired for the fall semester of 1997 through June 30, 2004)
  - In addition, "credited" service for those faculty members hired for the fall semester of 1997 and after will only include Commonwealth and/or State System service.
  - Those hired on or after July 1, 2004, \*20 years of "credited" service at superannuation age.
  - Please Note: Your spouse and/or eligible dependents are only entitled to your State System health benefit package as long as you are alive. The Surviving Spouse Act provides the right to purchase your package from the State System for your spouse only.

- ALL annuitants must draw a pension check from their retirement plan in order to receive the health benefit coverage. Those retiring on or after October 20, 2005, are permitted to waive enrollment under the retirement health package IF THEY ARE COVERED UNDER ANY OTHER HEALTH INSURANCE. If the health package is waived at retirement, retirees may enroll during an open enrollment period or upon loss of their current coverage.
- [PA Faculty Health and Welfare Fund](#) benefits terminate for you and your eligible dependent(s) at the end of the next month following your retirement date. The Fund's COBRA policy extends to most faculty members who are retiring the option to continue their benefits for a period of 18 months. At the end of the first 18 months, your spouse will be given the option to extend the coverage for another 18 months.
- Employer purchased life insurance will terminate upon your retirement. If desired, you may want to check into your conversion rights under this policy with the local human resources office.
- Basic health plan coverage: Until you reach Medicare eligibility, coverage can consist of Highmark Blue Shield's hospital, medical-surgical, major medical (if enrolled at retirement) or Highmark's PPO plan or specific HMO plans. All health plans carry the same Medco RX drug plan. On the first day of the month in which you become Medicare eligible, Medicare Part A and B become your primary insurance carrier. The CBA provides you with supplemental coverage under Highmark Blue Shield's Medicare Complement Plan, and your RX coverage will be under the Major Medical plan where you purchase your prescription and manually submit them to Highmark for reimbursement. Those who retired on or after July 1, 2005, will have the current employee health contribution assessed on their health plan premium in retirement.
- Contemplate purchasing a long-term nursing care policy. The benefit package provided to you does not cover custodial, intermediate or assisted-living services. APSCURF has a recommended plan and check with your insurance agency for comparisons. For more information visit [APSCURF's long-term care page](#).
- Annuitants can only return to Commonwealth service for a period of 95 days under the Emergency Hire guidelines.

This checklist should only be used as a guideline. All faculty members contemplating retirement should consult with their retiree handbook from either SERS or PSERS. Those enrolled in TIAA-CREF should have their portfolios in order. In addition, faculty should have a copy of the current Collective Bargaining Agreement between APSCUF and the State System of Higher Education and the current State System Employees Benefit Booklet to consult as a reference in making this decision.