

UCRP Retirement Checklist

This checklist is designed to help you navigate the UC Retirement Plan (UCRP) retirement process. It includes time-sensitive deadlines for *Medicare enrollment* and important resources.

TIMELINE PLANNING

- Choose your target retirement date
- Create retirement estimates and start paperwork **within 90 days** of your chosen retirement date, and track the progress on the [UC Retirement At Your Service \(UCRAYS\)](#) portal.
 - ☐ Questions? Contact the [Retirement Administration Service Center \(RASC\)](#).
 - ☐ Deeper questions on retirement? Schedule a 1:1 meeting with a [RASC Counselor](#).
 - ☐ Questions about rollovers, distribution of 403b, 457b, and defined contribution plans? Schedule a meeting with a [Fidelity Financial Consultant](#).
- Inquiry about vacation payout? Open an inquiry on the [Payroll Page](#). Vacation payouts are automatically processed by payroll.
- Explore retiree privileges: [UC Retiree perks](#).
- Save the [Survivor Booklet](#) for easy access.
- More info: [UC Retirement Process](#)

THINGS TO CONSIDER

- Suppose you separate from the lab and decide to retire later. Use the estimator tool in UCRAYS to run scenarios for different retirement dates.
- Employees can begin the retirement process no later than the last day of the month in which they wish to retire. For example, for a retirement date of October 1, the last day to begin the retirement process is October 31.
- **Retiree Health and Welfare eligibility:**
 - ☐ Must have a minimum of 10 years of UCRP service credit.
 - ☐ Must retire within 120 days from termination and have continuous creditable coverage. Review pages 15 -16 of the [Retirement Handbook](#) for details on the UC contribution to premiums as they vary between the 1976 and 2013/2016 tier members.

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RETIREMENT PROCESS ([Retirement Handbook](#))

- ☐ Run Personal Retirement Profile via [UCRAYs](#).
OR
- ☐ Request a Retirement Initiation Packet from [RASC](#).

Quick tips:

- Your retirement date cannot be earlier than the first day of the month in which you initiate the retirement process. (eg. You can still retire on October 1 if you run or request a Personal Retirement Profile no later than October 31st.)
- You can maximize retirement benefits by selecting a retirement date that aligns with the day of your birth. For example, if you were born on the 14th of the month, your age factor will increase on the 14th of every month.

Review your Personal Retirement Profile (PRP), then complete:

- ☐ **Retirement Election Form** on the UCRAYS portal
 - Elect federal and state tax withholding for the pension.
 - Elect retiree health benefits during retirement processing.
 - Direct Deposit Authorization (optional but recommended) can be found on your Election form in the UCRAYS portal.
 - ***Your Election form should be signed within 90 days of your retirement date.***
- ☐ Notify your supervisor and HR of your retirement decision and your last working day. You or your supervisor can notify HR by initiating a Request on the [Lab's Termination page](#). The reason for the separation is "Retirement."
- ☐ Review and update beneficiaries for the [Pension](#), and [403\(b\), 457\(b\), and DCP](#) account

Wait for the review process to be completed, which can take approximately 6-8 weeks

- ☐ Receive and review the confirmation statement, it includes the deadline to change or cancel your election. It will show the date of the first pension check. For any questions, please call [RASC](#) at 1-800-888-8267.

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MEDICARE ENROLLMENT (If Age 65+ or Eligible)

If retiring on October 1, then apply for [Medicare Parts A & B](#) in September for a coverage start date of November 1. Learn more about the [UC Medicare plans](#).

- ☐ Contact the [Health Care Facilitator](#) to request a completed “Request for Employment Information Form” (CMS-L564) to submit with your Medicare applications. [CMS L564 Form Info](#)
- ☐ Submit a copy of your Medicare card to UC through the UCRAYS portal by mid-October with your completed Medicare Advantage form to assign your Medicare to a [UC Medicare-coordinated plan](#).
- ☐ Review the timing and coordination of Social Security benefits. SSA Retirement: Contact the Social Security Office at (800) 772-1213 for assistance.

Need assistance? Contact [RASC](#) (1-800-888-8267 or secure message via [UCRAYS](#)) or email the Benefits Office at benefits@lbl.gov.
