



Oklahoma State University Retirement Guide

February 2005

Helpful Contact Numbers

OSU Human Resources/ Employee Services 106 Whitehurst Stillwater, OK 74078	(405) 744-5449 www.okstate.edu/osu_per/
State Health Care Plan - Oklahoma State Education Employees Group Insurance Board (OSEEGIB) P O Box 26367 Oklahoma City, OK 73126-0367	(800) 752-9475 www.healthchoiceok.com
Oklahoma Teachers' Retirement System 2500 North Lincoln Boulevard Oklahoma City, OK 73105	(877) 738-6365 www.trs.state.ok.us/
Social Security Administration 518 East Lakeview Stillwater, OK 74075	(405) 624-4301 (local) (800) 772-1213 (nationwide) www.ssa.gov
TIAA-CREF Retirement Benefits 730 Third Avenue New York, NY 10017	(800) 842-2776 www.tiaa-cref.org
Health Care and Dental Information Harrington Benefits Services, Inc. P O Box 24870 Oklahoma City, OK 73124-0870 HealthChoice Provider Directory	(800) 782-5218 (800) 848-8121
Pharmacy Information and Additional Identification Cards Medco Health Solutions Paid Prescriptions P O Box 709 Lee Summit, MO 64063	(800) 903-8113 www.medcohealth.com
Life Insurance ING Employee Benefits P O Box 1548 Minneapolis, MN 55440	(888) 238-4840 ext.25472 Alan Pike

Emeriti Association Oklahoma State University B09 East Bennett Hall Stillwater, OK 74078	(405) 744-5263
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Representatives from TIAA-CREF are also on the Stillwater campus for personal counseling sessions. Call Employee Services for the date, time and location of these sessions. The TIAA-CREF representative can bring information regarding your accounts and discuss retirement income options, as well as ensure your paperwork is completed properly.

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Introduction

Many of us look forward to the time when we can retire. As the day draws nearer, we are faced with important decisions about pending retirement. This guide will help you understand the procedures and the decisions about your retirement and other benefits.

The purpose of the *OSU Retirement Guide* is to simplify and condense information relating to retirement, including health care and life insurance benefits and to aid you in completing the paperwork. The retirement checklist (Exhibit I) can be used as an organizer to help make the retirement process a positive experience.

Employee Services will be glad to assist you in your retirement. If you have any questions, please do not hesitate to contact us at (405) 744-5449.

In addition, Employee Services offers monthly small group retirement sessions. If you have questions or would like an overview of the retirement process, you may enroll in a session by calling (405) 744-5449.

When you retire, you will make very important financial decisions. Although Employee Services does not administer benefits for OTRS, TIAA-CREF, Social Security and Medicare, we have included information about these programs in this guide for your convenience. When acting on this information, you will want to contact the respective agency since they are the authoritative source. You will find a telephone and address directory for the various agencies in the front of this guide to aid you in making your contacts.

We recommend that you evaluate the options carefully, especially the tax consequences of the various options. You may wish to consult with your tax accountant or financial planner to advise you concerning these decisions.

Employee Services considers retirement inquiries confidential until you advise our office that you have notified your department of your retirement.

Employee Services developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source.

OSU Retirement Requirements

If you meet the criteria below as of the last day of your continuous regular employment with OSU, you will be considered an OSU retiree.

1. You are at least age 62 and have at least ten continuous regular years of service at OSU, or;
2. You worked at OSU for at least 25 years in a continuous regular appointment, no matter what your age, or;
3. You meet the OTRS guidelines for the “Rule of 80” or “Rule of 90” (age plus years of OTRS membership). “Rule of 80” applies to employees joining OTRS prior to July 1, 1992. For those joining OTRS after June 30, 1992, the “Rule of 90” applies.

If you are faculty, an academic year can represent an entire year of service. Most staff positions have a 12-month appointment. In this case, you complete a year of service 12 months from the first day of work. You can determine your continuous regular years of service using the above guidelines that apply to your work history. Any breaks in service, except for approved leaves, break the continuous regular employment date.

It is possible to be an OTRS retiree, but not meet the OSU retiree criteria listed above. In such a case, the employee is considered a terminated employee and is not eligible for OSU retiree benefits. The *Employment Action* (EA) form should show “separation” from OSU not “retirement.” It is also possible to retire with TIAA-CREF but not meet OTRS or OSU retirement criteria.

Retirement from OSU makes you eligible for certain benefits, including continuation options for life insurance, as well as a retiree identification card. Other benefits (page 8) may be provided at the discretion of the offering organization.

OSU Notification of Retirement

Resignation and Employment Action (EA) Form

At least 90 days prior to your retirement date, submit a letter of resignation to your supervisor. Make sure your department prepares an EA form that includes the following information:

- Date of your last active workday;
- Estimated amount of accrued unused sick leave hours;
- Estimated number of accrued annual leave hours, not to exceed 176 hours (22 days);
- Any other pay that is due (comp time, salary deferrals).

You may wish to give the sample EA form (Exhibit II) to your department as an example of how to complete the form. Please tell your department it is very important for your EA form to be completed and processed 90 days in advance of your retirement date. A delay could cause you to lose benefits. If your department has questions about how to complete the form, especially if it is several months in advance, have them call Employee Services at (405) 744-5449.

Annual and Sick Leave

Remind your department to estimate annual and sick leave through your last day of work. Leave is earned each month by having an active assignment on the 16th day of the month if you are paid monthly. If you are paid biweekly, leave is earned if you have an active assignment on the first Friday of the biweekly pay period. Whether you are an OSU retiree or just terminating from the University, you have several options to consider concerning unused leave accumulations.

Up to two years of accrued annual leave can be accumulated by employees while employed at OSU. But only one year can be paid in a lump sum at separation. This amount is usually included in your last paycheck. Any leave in excess of one year's accumulation is forfeited. If you have annual leave in excess of one year's accrual, you will want to discuss your plans to use excess annual leave with your department prior to your resignation.

Staff employees may wish to monitor their payroll advice for several months prior to retirement to avoid forfeiting annual leave. Faculty annual leave records are maintained by the department, rather than by the Human Resources System.

OSU does not pay employees for unused sick leave. However, if you are an OTRS member and joined OTRS prior to July 1, 1992, unused sick leave reported on the EA form will be reported to OTRS by Employee Services. Most retirees who have accrued 960 hours (120 days) by the last day of work will receive one year of credit toward their OTRS retirement. OSU cannot guarantee that OTRS will grant a year of credit for sick leave. If you joined

OTRS after June 30, 1992, you are not eligible to receive OTRS credit through unused sick leave accumulations.

If OTRS does not allow a full year of credit for sick leave, unused leave may be used toward partial years or a partial year of OTRS service.

Your Payroll Advice forms can be excellent records. Always monitor your sick and annual leave records carefully. Discuss any possible errors with your department. If your department agrees that an error has been made, the department should submit a *Leave Correction* form. Payroll must have adequate time to correct the leave balances before the retirement EA is prepared.

December 31 Retirement

An employee whose last day of work is immediately prior to an OSU paid holiday does not receive pay for the holiday. However, there is one exception. An employee who chooses to retire December 31 will be paid for Christmas holidays through the end of the year without having to return to work. If an employee wishes to also be paid for the New Year holiday, he/she will need to return to work for at least one day after the New Year holiday.

Health Care Coverage Options

OSU retirees may continue health care, dental, and vision insurance with the Oklahoma State and Education Employees Group Insurance Board (also known as the State Plan). You must have State Plan coverage as an active employee the month of your retirement date if you wish to enroll as a retiree and you must enroll with the state within 30 days of separation. State Plan coverage must be continuous. Therefore, if you do not elect to continue coverage at the time of your retirement, you will not have the option to begin retiree coverage at a later date. OSU employees who are not eligible for OSU retirement, but who have accumulated at least 10 years service, may also elect to continue with the State Plan coverage, including health, dental, and vision coverage upon separation. You may continue any current insurance coverage as long as it has been in effect for 30 days or longer.

You should request an *Application for Retiree Insurance Coverage* from either the State Member Services Representative or OSU Employee Services, when you are within a few months of retiring. The State Plan offers periodic seminars in Oklahoma City covering insurance options. Contact a Member Services Retiree Representative, (800) 752-9475 for a meeting schedule.

Enrollment Process for Health Coverage

Use the *Application for Retiree Insurance Coverage* to enroll for continuing coverage in the State Health Care Plan. You should copy the form for your records and send the original form to Employee Services at 106 Whitehurst. Employee Services will forward the form to the State Insurance Board. Remember, you must enroll within 30 days of your separation. Enrollment is not automatic. And write on the form "OTRS Premium Credit" (see OTRS Premium Credit and Exhibit III) if you qualify.

State Dental Plan and State Vision Plan

OSU retirees may continue dental or vision coverage, or both, with the State Plan. You must have the coverage as an active employee prior to your retirement date if you wish to enroll as a retiree.

If you are an OTRS retiree, the State Plan will notify OTRS to begin deducting the monthly dental premiums or vision premiums from your OTRS monthly benefit check. If you are not an OTRS retiree, you will pay the monthly premium directly to the State Plan. Dental and vision premium rates for retirees and dependents are the same as the rates for employees and dependents.

Under Age 65 Health Care Coverage

If you are under age 65, State Plan coverage for you, your spouse (if under age 65) and/or children, if applicable, is primary. As a retiree, you pay the primary non-active rate, which may cost more than coverage for an active employee (Exhibit IV). Benefits for retiree primary coverage is the same as active employee coverage as is primary coverage for a

spouse and dependent(s). Your current employee health care ID card will still be valid as a retiree. You will not be issued new cards.

If after you are retired you want to drop your spouse or dependent(s) coverage, you should contact the State Plan. Your coverage becomes supplemental to Medicare when you become age 65. The same circumstance will apply to a covered spouse when the spouse becomes age 65. You should contact the State Plan at least one month before you or a covered spouse reaches age 65. The coverage will become effective the 1st of the month following notification to the State Plan.

Age 65 or Older Health Care Coverage

At age 65 you become eligible for Medicare. You may contact Social Security (Medicare) before you reach age 65 to discuss enrollment in Medicare Parts A and B. No premium charge will occur for Part A. However, a premium charge will be applied for Part B.

The State Plan must be a supplement to Medicare for the coordination of benefits if the insured is separated from OSU and is eligible for Medicare coverage. Eligibility for Medicare also occurs when one has received Social Security Disability benefits for two years.

Submit your health care claims to Medicare first, and then send the Medicare explanation of benefits (EOB) to the State Plan with a copy of the bill. If services are rendered by a Medicare provider, the Medicare Explanation of Benefits will be sent electronically to the State Plan.

Spouse and Dependent Coverage

You must be enrolled in the State Plan at the time of your retirement (as an employee and then as a retiree) to cover a spouse or eligible dependents upon your retirement. In addition, your spouse or dependents must be enrolled with the State Plan at the time of your retirement for their coverage to continue. The spouse and dependent coverage does not change when you enroll as a retiree except for spouse coverage when a spouse becomes Medicare eligible.

Dependents may be added after retirement only:

- Within 30 days of loss of other group insurance.
- When a student between 19 and 25 returns to school full time.
- Within 30 days of marriage.
- When adding new dependents due to birth, adoption or guardianship.

Premiums

If you are an OTRS retiree, the State Plan will notify OTRS to deduct the monthly health care premiums from your OTRS monthly benefit check. If you are not an OTRS retiree, you will pay monthly premiums directly to the State Plan. A bank draft is not an option at this time. Once enrolled, written notification is required to cancel insurance or to change coverage. Prior to one month from the date you and/or your spouse become Medicare eligible, you need to notify the State Plan so the premiums can be changed from the primary rate to the secondary premium rate.

Remember, if you choose to drop retiree Health Care, you will not be able to enroll again at a later date.

The State Plan does not offer a reduced premium to coordinate with other insurance plans except for Medicare.

OTRS Premium Credit

If you will receive monthly retirement benefits from OTRS, OTRS will provide a monthly insurance premium credit to partially offset your State Plan premiums. If you do not continue with the State Plan, the credit is not available. You must write that you are eligible for an OTRS credit on your state enrollment form for retiree insurance coverage. The premium credit can range from \$100 to \$105, depending on length of service and the final average salary of the retired member (Exhibit III). If your spouse is employed by a State of Oklahoma public school, you may want to check with OTRS and your spouse's employer about other possible options.

The monthly premium credit will cease if you return to work in the public schools of Oklahoma and become eligible for health coverage as a regular employee. When you are no longer eligible for the health care coverage as a regular employee, the monthly premium credit can resume.

Other Benefit Options

OSU/A&M Life Coverage

If you qualify for OSU retirement and are enrolled in the OSU/A&M life program prior to retirement, you will receive retiree life coverage. No enrollment form is necessary. OSU currently provides for \$6,000 of term life coverage at no cost to the retiree. You may convert your present employee coverage to a whole life policy coordinated with the \$6,000 OSU-paid coverage. In this case, you pay the premium for life coverage in excess of \$6,000.

If you are enrolled in voluntary employee supplemental life, you have the option to continue coverage at OSU group rates (portability) if you are less than 70 years of age. Any supplemental life coverage that you are carrying for your dependents can also be “ported” if you choose to port your coverage into retirement. If you are interested in porting or converting life coverage, contact ING Employee Benefits, (888) 238-4840. Ask for Alan Pike at x25472 for rates and other information. If you cancel the life insurance coverage, you may not be able to enroll at a later date.

Retirement is a good time to check and possibly update your beneficiary information. To do so, please contact OSU Employee Services, (405) 744-5449, for an *ING Request for Change of Beneficiary* form. After you complete the form and make a copy for your file, return the form to 106 Whitehurst.

Flexible Benefits

Upon retirement, you have no method of continuing the tax advantage of a flexible benefits account because you are not receiving a paycheck. If you had an unreimbursed medical flexible benefits account, you may request a COBRA continuation of benefits letter from OSU offering continuation of flexible benefits. You may want to ignore this option unless you have not incurred enough expenses to recover all of your deposits you have already made into your uninsured medical flexible benefits account. In such case, you could continue benefits by continuing payments until the end of the plan year or until you have incurred sufficient expenses to recover the contributions you have already made. However, the amount is 102% of your normal monthly uninsured medical flexible benefits account payment. If wish to receive information regarding this COBRA option, please contact Employee Services.

Special Retiree Opportunities

Retiree Identification Card

After Payroll Services has processed your Retirement EA form, you may bring a photo ID to 432 Student Union and request an OSU Retiree Identification Card. The retiree photo ID is useful if you wish to participate in opportunities listed below.

Opportunities

The following opportunities are provided to OSU retirees. These are currently available but are subject to change.

1. If you have 20 years of consecutive OSU service and 20 consecutive years of obtaining an OSU parking permit you may park free on campus. Contact the OSU Police Department at (405) 744-6525, for an emeriti parking permit.
2. You may purchase season tickets to athletic events (limit of four) at reduced rates. Contact the Athletic Department ticket office at (405) 744-5745.
3. At age 65, you may audit a University course at no charge. Contact the Registrar's Office at (405) 744-7663.
4. You can obtain services and programs at reduced rates at the Wellness Center. Contact the Wellness Center at (405) 744-7260.
5. If you have a local address, you can be listed in the OSU campus directory. Contact the Emeriti Association at (405) 744-5263.
6. You can qualify for discounts on Apple Computers at the Student Union Bookstore. A valid OSU Retiree ID must be shown at time of purchase. Inquire at the Student Union Bookstore at (405) 744-9854.
7. You can receive home Internet access through OSU. Contact Computing and Information Services at (405) 744-7828 for Internet Service Provider assistance.

If you have questions regarding these opportunities, please contact the appropriate agency or department. Employee Services does not administer these and cannot provide specific information. If you know of other opportunities that are not included, your feedback is important to improve this guide on future editions.

Oklahoma Teachers' Retirement System

OTRS Notification Process

Members can request a confidential estimate from OTRS any time prior to retirement without obligation. You must, however, be eligible for retirement on or before the date of retirement that you indicate for the estimate. At your stated retirement date, you should be at least 55 years old, and vested (five years of OTRS membership), or meet the "Rule of 80" or "Rule of 90."

It is important that you notify OTRS in writing or by telephone well ahead of your anticipated retirement date. OTRS would like that at least 90 days notice be given. You will need to supply your social security number, birth date, beneficiary's birth date, estimated number of sick leave days, and retirement date.

OTRS will send the *Retirement Allowance Estimate* (Form 40.04) to your home address. The estimate reflects your gross retirement benefit amount (before taxes are deducted) and options that are available. If you have a spouse or beneficiaries for whom you would like to provide benefits, you will want to review these options carefully. The *Retirement Allowance Estimate* reflects your years of OTRS service. You should review and determine that the years of service are correct. If a year of service is listed within the "OTHER" category, it will usually indicate you have been credited with a year for your unused sick leave accumulation (only applicable to member joining OTRS prior to July 1, 1992).

The *Retirement Allowance Estimate* is not your final contract. Returning the form gives OTRS actual notice of your intention to retire and your choice of payment options. To complete the form, indicate the retirement option you are selecting, then sign, date, and return the *Retirement Allowance Estimate* form directly to OTRS, P O Box 53524, Oklahoma City, OK 73152 or visit the OTRS office at 2500 North Lincoln Boulevard, Oklahoma City, OK 73105. Enclose a legible copy of your birth certificate or another legal document indicating your birth date. If you select an option that provides a monthly benefit for your beneficiary (Option 2 or Option 3), you must also forward a legible copy of your beneficiary's birth certificate or other proof of birth date. These copies do not need to be notarized. Make copies of all forms before you send them.

OTRS Contract and Other Forms

Upon receiving your signed *Retirement Allowance Estimate*, OTRS will send you a packet containing the following forms and detailed instructions on how to complete them:

1. Checklist;
2. Retirement Contract for Option you Selected;
3. Form 82: Employer Verification of Unused Accumulated Sick Leave;
4. Form 80: Request for Retirement and Notice of Final Payment (employer verification of termination date and final salary);

5. Tax Information and Tax Allowance Form;
6. Direct Deposit Form;
7. Spousal Consent Form.

Please type or write legibly when you complete your forms. The contract and the optional direct deposit form must be notarized. Only the *Form 80* and *Form 82* are sent to Employee Services. These are employer verification forms and the University must complete them and forward them to OTRS. The employer verification *Form 80* and *Form 82* should be on file with OTRS prior to your retirement date. Please forward these forms as quickly as possible to allow Employee Services adequate time to process them. Send all other forms directly to OTRS.

Your Retirement Contract is required in the OTRS office on or before the first of the month prior to your actual OTRS retirement date. Your retirement will be delayed if you do not meet the deadline. To assure timely delivery, return the OTRS contract and other forms by certified mail or personally deliver to OTRS by the first of the month prior to your OTRS retirement date. Always make copies for your personal file.

Effective OTRS Retirement Date

For OTRS purposes, your effective retirement date is the first day of a month. This is determined by your last day worked or OSU retirement date. The cut-off date is the tenth day of the month. For example, if your last day of work is between July 1 through July 10, your OTRS retirement will begin July 1 and you will receive your first retirement check on or about August 1, provided OTRS receives your executed contract by June 1. If your last day of work or retirement date from OSU is between July 11 through August 10, your OTRS retirement date will be August 1 and OTRS will mail your first check on September 1, provided OTRS receives your executed contract by July 1.

Your retirement date for OSU purposes is based upon your last day of pay, which probably will not coincide with your OTRS retirement date.

Taxation of Benefit

Oklahoma state and federal income taxes can be withheld from your OTRS retirement check. You are allowed a state exemption each year. OTRS will send you an explanation of your tax liability when they send your packet of retirement forms.

Additional Questions

You may wish to schedule an appointment with OTRS to discuss your options and receive assistance in completing the forms. Many retirees find a personal visit in Oklahoma City helpful. You may call OTRS at (877) 738-6365.

Helpful Hints to Remember

If you are enrolled in federal benefits and are contributing to the OTRS high base, and retire before the end of the fiscal year, remember that your high base contributions have been levelized. You may receive a refund for overpayment or face a lump sum contribution out of your last payroll check, or OTRS may bill you to "catch up" for the total high base earned. ("Levelized" means that the yearly amount of high base contributions you pay have been equally distributed among your pay periods in order to prevent large contribution amounts to be taken the last few months of the year.)

If this situation affects you, please contact Payroll Services as early as possible to prevent a last minute, lump sum payment. If you have regular University benefits, your account should be correct as of your last day of work because contributions are paid as compensation (salary plus fringe benefits) is earned.

TIAA-CREF

If you are a member of TIAA-CREF and wish to withdraw funds or receive income from part or all of your contracts at the time of your retirement, please contact TIAA-CREF about 90 days before you retire. You should have your social security number and spouse's birth date (if applicable) at the time you call.

You may request either a retirement illustration or a retirement packet from TIAA-CREF (address is in the front of this guide). The illustration is an estimate of your retirement benefits. You can request illustrations for several projected retirement dates at any time without obligation. However, if you definitely plan to retire, you should request the retirement packet. The packet includes paperwork to withdraw funds or receive income upon your retirement. In either case, you need to inform the TIAA-CREF service representatives of your proposed retirement date. The illustration/packet should arrive at your home address in 10-14 working days. There is no obligation to withdraw funds or receive income unless you complete and return the applications and other forms. However, TIAA-CREF appreciates notification if you request the packet and then decide not to withdraw funds or receive income.

The retirement packet provides detailed instructions so you may complete the paperwork yourself. Contact TIAA-CREF at the toll free number listed within your forms if you have any questions about the paperwork. When completed, return the papers to TIAA-CREF. TIAA-CREF Representatives are also on the Stillwater campus several times each year for personal counseling sessions. Call Employee Services for the date, time and location of these sessions. Call 1-800-842-2006 ext. 7071 for a one-on-one appointment. The representative can bring information regarding your accounts and discuss retirement income options as well as ensuring your paperwork is completed properly.

Please remember that you have the option to retire with OSU and OTRS and leave all of your TIAA-CREF accumulations on deposit or receive only a portion of your TIAA-CREF. If you leave your contributions with TIAA-CREF, your funds may continue to accrue interest and/or dividends and capital gains. However, federal tax regulations may require severe tax penalties if you do not begin receiving minimum distributions from your retirement account(s) by April 1 of the year following the calendar year you turn age 70 1/2 or terminate employment, whichever is later. TIAA-CREF can provide you with more information regarding minimum distribution requirements.

Taxation of Benefits

TIAA-CREF can withhold federal taxes from your retirement checks, if you wish, but will not withhold state taxes. Tax information is included in your TIAA-CREF retirement packet.

Statement of Final Contribution

If you wish to begin receiving annuity payments, TIAA-CREF may request a *Final Premium Notice* from Employee Services when the retirement packet is mailed to you. The statement of final contribution will be completed and forwarded to TIAA-CREF following the calculation of your last paycheck. If a completed retiree EA form from your department is on file, Employee Services will process the *Statement of Final Contribution* at the end of the month that your last check was issued. Your TIAA-CREF monthly retirement income can possibly begin on the first of the month following receipt of all paperwork by TIAA-CREF.

Social Security and Medicare

Social Security

At least 90 days before you retire, you should contact your local Social Security Office for an appointment. The Stillwater number is (405) 624-4301. If you are approaching your 65th birthday, it is to your advantage to contact the Social Security office before January 1 of the year you turn 65. You will be eligible for full benefits when you turn age 65-67, depending on your date of birth. Most people have an option to begin receiving reduced benefits as early as age 62.

The Social Security Administration requires proof of your birth before you can receive Social Security benefits. If you do not have a birth certificate, you should ask the Social Security Administration what documents are acceptable.

Medicare

By January of the calendar year you turn age 65 you should contact your local Social Security Office and request information about enrolling in Medicare. If your birthday falls early in the calendar year you should contact the Social Security Office at least three months in advance.

The Medicare program has two parts: Part A is the Hospital Insurance and Part B is the Supplementary Medical Insurance. Hospital insurance is funded by taxes, whereas the Supplementary Medical Insurance is funded partially by the federal government and partially by premiums you pay when you enroll for these benefits. The Social Security Administration can tell you about your cost per month for the Medicare Part B Supplementary Medical Insurance.

If you are still working when you reach age 65, you will likely elect to enroll in Medicare Part A only. Medicare Part B has a monthly premium cost to you and the coverage is usually not used because the Medicare deductible is high and the plan acts only as a supplement to your group insurance coverage until you stop working. You will very likely want to enroll in Part B effective the date your employer-paid primary insurance ends (after retirement from the University), because Medicare will then become your primary insurance. The State Plan will then pay claims as secondary coverage to Medicare and will not cover the portion of the claim for which Medicare would be responsible. Medicare Part B premiums will be deducted from your Social Security check. You should contact the Social Security office before your retirement date to discuss Medicare enrollment.

Returning to Work

OSU Temporary Job Pool

If you are interested in working part time or on a temporary basis, you may wish to contact Staffing Services. Temporary clerical help is especially in demand, although other positions may be available. Please call (405) 744-5373 if you would like more details and an application.

Salary limitations may be imposed by Social Security and OTRS. Before returning to work, you will want to check with each agency. Federal law requires OSU to obtain an *Employment Eligibility Verification Form (I-9)* upon your return to work (assuming you have not completed one in the past three years). Also, you may wish to complete a new withholding (*W4*) form and check distribution form.

OTRS Post-Retirement Employment

There must be a 60-calendar-day break in service between an OTRS retiree's last day of pre-retirement employment and post-retirement employment status in any organization currently participating in the OTRS system. All OTRS retirees at OSU or in any organization currently participating in the OTRS system in Oklahoma should notify OTRS when returning to work.

The *Teachers' Retirement System of Oklahoma, Rules and Laws*, should be used as a guide for returning to work in public education. Please contact OTRS to obtain a copy and read the information carefully before returning to work. You may experience serious repercussions if you ignore OTRS guidelines. OTRS audits the State Finance payroll periodically and will eventually catch violators. If you have questions, call OTRS before starting back to work.

For retirees under age 62, who have been retired less than three years, annual post-retirement earnings from the public schools may not exceed one-half (1/2) of the member's average salary used in computing retirement benefits, or \$15,000, whichever is less.

For retirees age 62 or older, annual post-retirement earnings from the public schools may be \$30,000 or may not exceed one-half (1/2) of the member's average salary used in computing retirement benefits.

OSU Faculty, administrative/professional, and classified retirees, age 62 or older, who have been retired at least 36 months, may earn up to \$30,000.

Social Security Earnings Limits

If your salary earned in any given fiscal year exceeds the Social Security limits (which are on a calendar year) certain reductions in benefits or changes in calculations may apply. You should check with Social Security if you have questions regarding your particular earnings limit situation. The limits for calendar year 2005 are:

If under age 65	\$12,000
Year of Reaching Full Retirement Age	\$31,800*
Year After of Reaching Full Retirement Age	No earnings limit

Age 65 has been considered “Full Retirement Age”. However, beginning with persons born in 1938, the Full Retirement Age will gradually increase from age 65, eventually reaching age 67 for persons born in 1960 and later. If you are subject to the \$12,000 earnings limit, Social Security reduces your benefits by \$1 for every \$2 earned over the limit. In addition, the limit may be pro-rated your first year of retirement.

*NOTE: Applies only to earnings for calendar months prior to attaining Full Retirement Age. There is no limit on earnings beginning the month an individual attains Full Retirement Age.

For additional information regarding social security earnings limits, you may call the local social security office or go to their website, www.ssa.gov.

Helpful Hints to Remember

If you had any miscellaneous deductions, such as Credit Union, OSU Foundation, United Way, or a personal tax deferred annuity taken from your payroll check immediately preceding your retirement, these deductions will have been terminated and you would need to reestablish them if desired.

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Retirement Checklist

Thinking About Retirement (one year prior to retirement)

- _____ Read Retirement Guide.
- _____ Request TIAA-CREF personal counseling on campus from TIAA-CREF.
Call 1-800-842-2006 to schedule an appointment.
- _____ Attend a *How to Retire* session at least six months prior to retirement.
Call (405) 744-5449 for an appointment.
- _____ Request retirement allowance estimate from OTRS, in writing or by telephone.
(See page 10 for instructions.)
- _____ Request retirement illustration or retirement packet from TIAA-CREF.
(See page 13 for instructions.)
- _____ Contact Social Security.
(Stillwater office is (405) 624-4301.)

The Retirement Process (at least 90 days in advance)

- _____ Determine your retirement date.
Allow at least 90 days for notification of OTRS, TIAA-CREF, and Social Security before you cease work.
- _____ Notify your department
Send a letter of resignation and request that your department complete a retirement Employment Action (EA) form.
- _____ Contact Social Security Office, if applicable.
- _____ Contact Employee Services or the State Health Care Plan (OSEEGIB).
Request an application for *Retiree Insurance Coverage*.
- _____ Attend one of the State's Retirement Insurance Information Seminars.
Call 1-800-543-6044 for a schedule.
Complete the State Health Care Plan form. Select health, dental, or vision on the form and send to the State Health Care Plan at OSEEGIB.
- _____ Complete the OTRS estimate and return to OTRS.
Contact OTRS for a new estimate if your estimate is more than six months old or does not reflect your chosen retirement date.
Enclose a legible copy of your birth certificate and, if applicable, a copy of your spouse's birth certificate.

- _____ Complete the OTRS retirement contract packet.
Follow detailed instructions as provided to complete each form. Verify that the correct contract was sent for the option you chose.
Send copy of birth certificate(s) if these were not sent to OTRS with your estimate.
- _____ Deliver Form 80 and Form 82 from the OTRS packet to Employee Services, 106 Whitehurst.
- _____ Pick up, complete and return an OSU *Life Insurance Beneficiary Form* at Employee Services, 106 Whitehurst.
- _____ Return completed forms to OTRS by certified mail or personally deliver.
Contract must be on file at OTRS no later than the 1st day of the month prior to the month you want to retire.
- _____ Call TIAA-CREF to request a retirement packet if you wish to begin receiving distributions.
- _____ Complete TIAA-CREF retirement packet if you elected to receive a distribution or income at the time of your retirement
Send legible copy of your birth certificate and, if applicable, a copy of your spouse's birth certificate as requested.
- _____ Watch for TIAA-CREF letter with confirmation of your choices so you may verify that you completed forms correctly.
- _____ Have a retiree photo identification card made, if desired.
Photo identification cards are made in 432 Student Union.

OTRS Premium Credit

The maximum benefit payable by the Teachers' Retirement System of Oklahoma on behalf of a retiree toward the monthly premium for employer-sponsored health insurance shall be determined in accordance with the following schedule:

Average Salary Used For Determining Retirement Allowance:	Less Than 15 Years Of Creditable Service:	15 to 24.99 Years Creditable Service:	25 or Greater Years Creditable Service:
Less Than \$20,000	\$103.00	\$104.00	\$105.00
Less Than \$30,000 But Greater Than \$19,999.99	\$102.00	\$103.00	\$104.00
Less Than \$40,000 But Greater Than \$29,999.99	\$101.00	\$102.00	\$103.00
\$40,000 Or Greater	\$100.00	\$101.00	\$102.00

The insurance premium credit is to be used by the retiree to offset the health care insurance premium for State Plan coverage. The OTRS premium credit will help offset the premium deduction from your OTRS retirement checks.

Health Care Premiums
Effective January 1, 2005

**Oklahoma State Retiree and Education Employees Group Insurance Board
Premium Rates – Pre-Medicare**

Plan	Member	Spouse	Child	Children
HealthChoice High	403.86	583.68	157.10	250.40
HealthChoice Basic	361.12	504.90	135.18	215.46
CommunityCare High	548.92	494.02	219.56	439.14
CommunityCare Low	435.02	391.52	174.00	348.02
CommunityCare Alternative	406.04	365.44	162.42	324.84
GlobalHealth HMO High	456.84	411.16	182.74	365.48
GlobalHealth HMO Low	392.46	353.22	156.98	313.96
GlobalHealth Alternative	347.46	312.72	138.98	277.96
HealthChoice USA	474.87	474.87	157.10	250.40

Premium Rates – Medicare Eligible

Plan	Member	Spouse	Child	Children
State Medicare Supplement High	288.16	284.40	157.10	250.40
State Medicare Supplement Low	188.42	183.20	138.86	221.28
Community Care Senior Plan	159.87	159.87	159.87	159.87
GlobalHealth Generations	150.50	150.50	150.50	150.50
HealthChoice USA	474.87	474.87	157.10	250.40

Note that the OTRS Premium Credit may apply toward the State coverage rate or the Medicare Supplement rate for the retired employee.

Premiums are determined by Oklahoma State Education and Employees Group Insurance Board and may change at any time.