

Retirement Timeline

	Work with Your Supervisors (chair, dean, provost)	Work with HR
6 years ahead	<ul style="list-style-type: none">□ Senior Lecturers and Associate and full Professors who meet age and service criteria are eligible for phased retirement, a 1-5-year period during which they can maintain benefits in full but reduce their teaching and workload. If you are interested in phased retirement, contact your chair and the Provost's Office a year ahead of your phased retirement start date. The course load and time period (to full retirement) can be decreased during phased retirement with 6-months' notice to the Provost's Office, but cannot be increased.	
12 months ahead	<ul style="list-style-type: none">□ Notify chair, dean, or Provost's Office by email of your intention to retire; the Provost will notify Payroll and the Benefits Office. For faculty on phased retirement, the Phased Retirement Agreement serves as notification. Official retirement for faculty normally occurs on September 1 (August 1 for semester programs). The last day of employment is normally August 31 (July 31 for semester programs).□ Review retired faculty privileges.□ Consider viewing this webinar series Reimagining Retirement: Exploring your Life Plan from AROHE (Association of Retired Organizations in Higher Education) or check out the resources and activities of the SCU Retired and Retiring Faculty Group.	<ul style="list-style-type: none">□ Consider how much to put in flexible spending and transit accounts, given that you cannot recover unused contributions after retirement (you have 90 days after your last day of employment to submit expenses incurred on or prior to your last day of work).□ Plan to stop HSA contributions at least 3 months in advance of enrollment of ANY Medicare plan (including Plan A) to avoid any issues with the IRS.□ Consider taking one of the Medicare workshops offered by HR. Watch for announcements in the HR Newsletter or in the Health and Wellness Workshop Calendar. HR contracts with "Sourcewise" to offer workshops on Medicare options. <i>Note: Medicare Advantage and Medicare Supplement options may be different if you are moving to a new area.</i>

Retirement Timeline

Take Advantage of Resources

Work with HR

12 months ahead

- If you would like to have your name and contact info added to a shared contact [list](#) of retired and retiring faculty (accessible if you are logged in to your SCU email account), click [here](#).

Anytime

- Post your publications in Scholar Commons. The Institutional Repository Coordinator with Archives & Special Collections will assist faculty in posting publications on [Scholar Commons](#). Many faculty and retirees add a Scholar Commons link below their email signature line.
- Consider [donating papers](#) to the University Library's Archives & Special Collections.

3-4 months ahead

- Confirm a move-out date with your chair. Contact your chair, department manager or AA for moving assistance if needed.

- Review your Benefits options, and reach out to the Benefits team at scu-benefits@scu.edu to make an appointment for a “pre-retirement” benefits review to discuss things like:
 - group term life insurance
 - voluntary personal life insurance and dependent life insurance
 - long-term care insurance
 - cancer care insurance
 - flexible spending and transit accounts
 - 401(a) & 403(b) – whether to leave in plan, withdraw lump sum, or roll over to another plan
 - Medical, dental, vision coverage (consider whether to continue through COBRA or not)
 - Medicare options.
- Update your address in Workday, to ensure you receive documents and notices from Santa Clara University and benefits-related companies.

Retirement Timeline

Take Advantage of Resources

2 months ahead

Work with HR

- Begin the Medicare enrollment process at least two months ahead of contract end date (= retirement date) to ensure that there is no gap between the health insurance coverage provided to SCU employees and the health insurance coverage provided by Medicare. Steps:
 - Enroll online at Medicare.gov, indicating the date you wish your Medicare coverage to begin. Medicare offers FAQs, online support, and phone support: <https://faq.ssa.gov/en-US/topic/?id=CAT-01092>.
 - Complete two forms: “CMS 40B” and the first part of “CMS L564” (“Request for Employment Information”). The Benefits team can provide these forms; contact them at scu-benefits@scu.edu or call 408-554-4392. *Note: they need about two business days to complete CMS L564 to verify that you have been covered by health insurance in the past 8 months. If your spouse/partner is enrolling in Medicare as well, you will need to request and fill out a form for them, too.*

On your last day

August 31 for faculty teaching in quarter programs

July 31 for faculty teaching in semester programs

- Login to Workday and retrieve any pay stubs you may need for your taxes. You will retain access to Workday for 3 years after you retire, but your login credentials change (you’ll get an email about this), so there are a few more steps involved to login.
- The Payroll Office will process your final paycheck.
- All SCU insurance coverages end. You have the option to convert your life insurance policy to an individual policy with SunLife Life Insurance within 31 days following your last day of employment. Contact HR to obtain a conversion form; submit to a local agent referred to you by the SunLife Insurance Sales Office.

Retirement Timeline

Take Advantage of Resources

- Anytime after last day of employment
- Contact the Access Office for a Retiree Access Card. This is needed to use the Library, Malley Center, and pool. The Access Office is in Benson Center, access@scu.edu.
 - Obtain a Malley Center ID if you intend to use the Malley Center or pool. You'll need your new Access Card first.
 - Contact Parking and Transportation Services for a free retiree/emeriti parking permit at transportation@scu.edu, or see <https://www.scu.edu/campus-safety/parking-and-transportation-services/>.
 - Consider SCU-related travel opportunities. SCU's Alumni Office has extended an invitation to retirees to participate in their travel programs (e.g., summer 2023 travel included a cruise to Alaska). Watch for announcements of future Alumni travel plans at <https://www.scu.edu/alumni/learn/travel/>.
- 30 days after last day of employment
- 31 days after last day of employment

Work with Providers

- You can continue the following policies by making direct rate payments directly to the provider:
 - Long-Term Care Insurance → Genworth
 - Cancer Care Insurance → American Fidelity (contact them within 30 days to set up direct bill).
 - You will receive COBRA enrollment information from WEX, usually within a week or two after you are terminated in Workday. You have 60 days to elect COBRA.
- 30 days after last day of employment
- Deadline for notifying American Fidelity to set up direct bill for Cancer Care Insurance, if you had this as an employee and want to maintain coverage.
- 31 days after last day of employment
- Deadline for (optional) conversion of the following insurance coverages to individual policies:
 - group term life insurance policy
 - voluntary personal life insurance
 - dependent life insurance.

Retirement Timeline

Take Advantage of Resources

90 days after last day of employment

Within first 2 years of retirement

- Take advantage of one year of free membership in the Osher Lifelong Learning Institute, courtesy of the University. OLLI is a community of learners aged 18+. To see the courses, trips and events that OLLI offers, visit <https://www.scu.edu/osher>. To take part in the free membership offer in your first two years of retirement, contact the OLLI office, (408) 554-2382, or olli@scu.edu.

Work with Providers

- Deadline to submit flexible spending and transit expenses incurred on or prior to your last day at work.
-