

UUP Pre-Retirement Checklist



Who do I notify for Retirement?

Human Resources/Benefits Department

- ✓ 30 Day notice
- ✓ Eligibility requirements to continue health insurance in retirement.
- ✓ Certain decisions must be made before you leave payroll.
- ✓ Sick Leave Credit Calculation
- ✓ Dual Annuitant option
- ✓ Dependent Survivor Coverage

Pension/Retirement Plans

- ✓ 30 Day notice in writing

Social Security

- ✓ Receive estimate of your Social Security benefit

Medicare

- ✓ If Medicare eligible: Age 65 or older
- ✓ Coordination of Medicare benefits and NYSHIP benefits in retirement.

United University Professions (UUP) your union.

- ✓ UUP membership in retirement Dues are \$65 annually
- ✓ COBRA-request information on continuation of dental and vision benefits – same benefits as you were working. Must enroll within 60 days of retirement if selected.
- ✓ Continuation of UUP, NYSUT or AFT benefits that you purchased. Contact appropriate company before you leave payroll.

Important Phone Numbers and Web Addresses

Employee Benefits Division
1-800-833-4344
www.cs.ny.gov

Social Security
1-800-772-1213
www.ssa.gov

Medicare
1-800-633-4227
www.medicare.gov

The Empire Plan (NYSHIP)
Main # 877-769-7447
www.cs.ny.gov/employee-benefits

NYS Employees Retirement System
1-866-805-0990
www.ocs.state.ny.us

NYS Teachers Retirement System
1-800-348-7298
www.nystrs.org

Optional Retirement Programs
www.suny.edu/retirement/orp

United University Professions
1-800-887-3863, select option 2
www.uupinfo.org

New York State United Teachers
Member Benefits 800-626-8101
www.membenefits.nysut.org

United University Professions
P.O. Box 15143
Albany, NY 12212-9954

P: 1-800-887-3863
www.uupinfo.org/retiree