

Important Dates			
Desired Retirement Date:		Actual Retirement Date:	
Employee's Birthdate:		Spouse's Birthdate:	
Employee's Social Security Eligibility Date:		Spouse's Social Security Eligibility Date:	
Employee's Medicare Eligibility Date:		Spouse's Medicare Eligibility Date:	

Gather copies of your and your spouse's birth certificates and marriage certificate.

Need to Know	
Retirement	Retirement means the full or partial termination of regular, compensated employment and the initiation of retirement benefit payments or annuities under an applicable retirement program.

The Early and phased retirement programs are not entitlements.

Phased Retirement	Policy 368 details the terms and conditions of the Phased Retirement program. Participation is subject to administrative approval as well as approval of the terms and conditions of a written contract. Individuals wishing to be considered for the program must submit a written request to the department head or director at least six months in advance of the desired partial retirement date.
Early Retirement	Policy 367 provides terms and conditions under which the college may offer the Early Retirement program. The College may solicit candidates for Early Retirement by announcing a program, listing criteria of who will be considered, and inviting applications. The College may also inquire of specific employees whether they would consider Early Retirement.

You will need to work with your retirement account vendor to ensure you complete and submit any forms needed by your vendor according to their due dates.

<p>URS Retirement & Benefit Department 801-366-7770 800-695-4877 https://www.urs.org</p>	<p>TIAA CREF Customer Service 800-842-2776 https://www.tiaa.org</p>
Contact your Retirement Benefit Vendor to review your accounts and receive one-on-one support.	

Six to Nine Months Before Retirement

Notify Human Resources and Your Department

- Complete the Intent to Retire form here: [Intent to Retire](#)
 - Have your letter of Intent to Retire ready to upload in the form.
- Include your desired retirement date.
 - Faculty, please allow nine months notification if possible.
 - Please allow a minimum of six months from submission of your letter of intent before your desired retirement date.
 - Depending on your medical plan, 6-month notification is required to avoid penalties.
 - This date sometimes changes, please stay in contact with HR when this happens.

Plan for Health Coverage

Under 65

- [COBRA](#)
- Marketplace - <https://www.healthcare.gov/>
 - If your initial choice is marketplace coverage instead of COBRA, you waive your rights to switch to COBRA under any circumstance.
- You have 60 days to enroll from the time you lose your job sponsored coverage.

Healthcare Over 65

Medicare

- You have a seven-month window to apply for Medicare around your 65th birthday.



- Medicare enrollment is handled through the SSA office (contact information below).
- PEHP offers supplemental Medicare plans, for online webinars visit: <https://www.pehp.org/medicaremeetings> or call 801-366-7555 or 800-765-7347
 - PEHP has enrollment reps who specialize in retirement and assisting members with retirement questions and concerns. Please call the above number and ask to be transferred to a retirement specialist.

Apply for Social Security

The Social Security Administration recommends applying about four months before you want your payments to start.

- The Social Security retirement benefit can start as early as age 62 or as late as age 70.
 - To estimate your retirement benefit visit: <https://www.ssa.gov/benefits/retirement/estimator.html>
 - To apply visit: <https://secure.ssa.gov/iClaim/rib>
 - For more information visit: <https://www.ssa.gov/benefits/retirement/>
- Contact information for the Provo Social Security Administration Office

Social Security Administration Office
 88 W 100 N
 Provo, UT 84601
 866-366-9549

Last 30 Days of Employment

Life Insurance Conversion & Portability

New York Life Group Life Insurance:

- You have a 31-day window from your last workday to apply to convert your term life and supplemental term life policies.
- Premium rates are typically higher.
- Policies that have been ported or converted will be billed directly to you.
- For information about converting or porting your policy, please contact.

Snow College Exit Steps	
Exit Interview	Offboarding Clearance Form
Notify HR of changes in Contact Information	Return keys to Campus Services
Turn in Employee ID card to HR	Return equipment to IT Office
Settle Library account	Complete & submit P-card allocation with Purchasing Office
Clear assets with the Finance Office	Clear workspace & check out with supervisor
Submit Vacation Leave report by the 10th of the month	

Human Resources is here to provide general retirement information and contact information for applicable organizations and vendors. We are unable to offer advice or individualized retirement benefit and health coverage recommendations. The retiree is responsible for contacting and applying for Social Security, Medicare, and with their retirement benefit vendor.

Snow College Contacts

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