



Greetings:

Making decisions about your retirement is very important and requires careful planning. Therefore, it is important that you receive guidance through the retirement process. Below are some helpful tips for the process.

If you are planning to retire (*steps below need to be completed at least 60-90 days prior to your retirement or as soon as possible*), you must:

- a. Complete your ***Letter of Intent to Retirement*** and send to your direct supervisor. Ensure that a copy is sent to me and/or send a copy to [hrasu@asurams.edu](mailto:hrasu@asurams.edu). If you are faculty, be sure to also copy the Provost's Executive Assistant ***Andrea Felton*** in Academic Affairs.
- b. **EXTREMELY IMPORTANT If you or your dependent are age 65 or older (Medical Coverage Only)**: You (or dependent spouse) will transition from Anthem/Blue Cross Blue Shield to the Alight Retiree Health Solutions (ARHS) at the time of your retirement. You must be enrolled in Medicare Parts A & B in order to be covered under the Alight Retiree Health Solutions. You must also request your Medicare Enrollment form for enrollment into Medicare Part "B" from Human Resources to submit to the Social Security Administration at least 60 days prior to your retirement. It is imperative that you enroll in Medicare Part "B" at least 30-45 days prior to your retirement date. Enrolling in Part "B" is a requirement of Alight Retiree Health Solutions to schedule your one-on-one session and discuss your enrollment into your new medical plan.

**NOTE: DO NOT WAIT TO SCHEDULE WITH THE ALIGHT RETIREE HEALTH SOLUTIONS (ARHS):** Contact the Alight Retiree Health Solutions (866) 212-5052 at least 30 days prior to your retirement date to schedule your one-on-one session with a representative. During your appointment, the Alight Retiree Health Solutions representative will go over and assist you with choosing a new medical plan so that you are covered on your first day of retirement. You will be billed for your medical premium separate from your voluntary benefits.

- c. If you or your dependent are under age 65 your medical coverage will continue under Anthem/Blue Cross Blue Shield.
- d. Voluntary Benefits (**vision, dental, basic life and/or supplemental life**). If you are enrolled in any vision, dental, basic life/supplemental life coverages at the time of your retirement, your benefits will continue with OneUSG Benefits (844) 587-4236). You will be billed each month by the University System of Georgia for your voluntary



benefits. **NOTE: If you choose to terminate any voluntary benefits following your retirement, it is irrevocable and cannot be re-instated unless you have a qualifying event (marriage, divorce, etc.,)**

- e. ***Teachers Retirement System of Georgia Retirement Process:*** Teachers Retirement System of Georgia can schedule one-on-one meeting to go over the various Plan Options with potential retirees. If you wish to set up a meeting, please contact the Teacher's Retirement System of GA at (404) 352-6500 or (800) 352-0650 in order to be set up for a session. If you haven't done so already, "Register" for your online account with TRSGA Member Online Services by clicking on (<https://trsga.org/Login/Login>). **NOTE: You must have an active personal e-mail account when registering for your online account to access and confirm your registration. You will be required to log into this account to activate your new TRSGA online account.**

You can complete your on-line Retirement Application by clicking on the link "Apply for Retirement" once logged in to your account. Your Retirement Applications can be completed 60 days in advance of retiring or sooner. Following completion of your on-line retirement application, you must print, sign and fax clear, legible copies of your beneficiaries' identifications to TRSGA. You must also have a notary to notarize your Affidavit of Residency form to fax or mail to TRSGA. Once all steps are completed, please notify me so that I can begin the process to finalize your ***Retirement Certification*** form on-line. Your Sick Leave Certification hours (if applicable) will be provided to TRS the first week of your retirement.

- f. ***Optional Retirement Plan Process:*** If you are enrolled in an Optional Retirement Plan with (TIAA-CREF, FIDELITY OR Corebridge (formerly AIG/VALIC), please contact a representative and notify them of your plans to retire. The representative will instruct you on the necessary paperwork needed. The contact numbers for each plan is listed below.

**Fidelity Investments [netbenefits.com/usg](https://netbenefits.com/usg) 800-343-0860**

**TIAA [TIAA.org/usg](https://TIAA.org/usg) 844-230-7524**

**Corebridge Financial [usg.corebridgefinancial.com](https://usg.corebridgefinancial.com) 800-448-2542**

- g. Please be sure to update/add your personal e-mail in the OneUSG Benefits System before your last day at work.