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Human Resources (HR) is excited to assist you as you navigate your path to retirement. Included in this checklist are organization contacts and forms to complete. It is strongly recommended that you meet with Cherise Laud in HR prior to retiring, but it is not required.

### **Review Entire Checklist Prior to Meeting with HR**

**STEP 1:** Submit a retirement letter to your supervisor. This letter or email should include the following information:

- Expected date of separation, a 10-working day notice for non-exempt positions, and 20-working day notice for exempt position should be given;
- Forwarding address for end-of-year W-2 mail; and
- Signature of retiring employee.

**STEP 2:** Complete the [Termination Leave Option Form](#), choosing Lump Sum, Terminal Leave, or a combination, and give it to your [Decentralized HR Representative](#).

- **Lump Sum** - Payment of accrued but unused leave will be paid at one time, with benefits ending at the end of the month when the employee's final workday occurs. Employees who provide fewer than two weeks' notice of intent of retire, will be paid for unused leave accruals as detailed in the sick/vacation leave section, as a lump sum. Employees may want to check with their tax advisor regarding tax implications if their payment will be larger than a regular month's pay.
- **Terminal Leave** - Employees are entitled to be paid for their accrued but unused vacation leave in the form of terminal leave or taking their unused leave over time, which provides for continuation of their pay and benefits until depleted. This may be important to employees who wish to maintain their health, dental, and life insurance as long as possible. If an employee has one day of paid time in a month, insurance will continue through the end of that month. One-half of accrued sick leave (not to exceed 480 hours) may also be used in combination with vacation to extend terminal leave.
  - Please note: Insurance and mandatory retirement contributions cannot be ended while on terminal leave. Supplemental retirement, life insurance, short term and long term disability are optional and can be termed at any time.

**Sick Leave** - Employees will receive payment of 100% of the current salary rate for one-half of their accrued but unused sick leave as of their resignation date, with a maximum payout of 480 hours. Board Retirees who wish to convert sick leave to the Board of Trustee insurance benefit must mark the appropriate box on the Termination Leave Option Form.

**Vacation Leave** - Staff employees will receive payment for 100% of the current salary rate for their accrued but unused vacation leave up to a maximum of 352 hours.

**STEP 3:** Submit all vacation and sick leave usage in HCM prior to separation date.

**STEP 4:** Complete the [UW Certification of Retirement](#), and turn into HR Benefits at Hill Hall room 327, or email to Cherise Laud at [claud@uwyo.edu](mailto:claud@uwyo.edu). This form is intended to show compliance with federal laws.

**STEP 5:** Retirees may want to initiate Social Security payments and Medicare coverage.

The Social Security Office located in Cheyenne can be reached at 866-336-7580 or 800-772-1213. They are the best individuals to speak to regarding Medicare and Social Security payments. If you would like to enroll online, you can find information about both Medicare and retirement on the [Social Security website](#) and [Medicare.gov](#).

- If you are 65 or over, you must enroll in Medicare Part A and B through the Medicare office or [online at least three months before your employee insurance ends and your retiree insurance begins](#). Contact the Medicare office directly to start the process or go online to [Medicare.gov](#). Any insurance you choose as a retiree with the State of Wyoming will be a supplemental or secondary to your Medicare Part B insurance. Retiree insurance is not a replacement for your Medicare Part B. Medicare Part B will not be included in any retiree insurance you purchase through the State of Wyoming or any part of what you may receive as a Board Retiree with the sick leave conversion benefit. You must enroll separately and pay the Medicare premium on your own. The State of Wyoming or the University will not be involved with your enrollment in Medicare or payment of any Medicare premiums. It is the employee's responsibility to contact Medicare. **We encourage you to contact Medicare at least three months prior to the end of your employee (not retiree) plan coverage.**
- If you are already participating in Medicare (part A and/or part B), make sure to provide your Medicare ID numbers with your Health Benefit enrollments to Employees' Group Insurance. For further questions, contact Employees' Group Insurance at 307-777-6835 or by emailing [egi@wyo.gov](mailto:egi@wyo.gov).

**STEP 6:** Retirees will contact their retirement company, regardless of whether you elected Wyoming Retirement System or TIAA, to initiate monthly retirement withdrawals.

Your retirement date is not reported to WRS, TIAA or any vendor until the 10th of the following month of each payroll run. **If you choose terminal leave as payout for your leave accruals, your retirement date will be your last day of terminal leave;** otherwise, it will be your last physical day at work. If you have one paid day in the month you will have a prorated contribution to your retirement.

- Visit the [Wyoming Retirement System website](#) or call 307-777-7691. [Review WRS helpful tips](#).
- Visit the TIAA website or call 800-842-2776. To schedule an appointment, call 800-732-8353.
- If you have a 403(b) or 457(b) supplemental retirement plan, the contact for those vendors can be found on the [HR Benefit website](#).
- If you have a 403(b) you will be directed to [planwithease.com](http://planwithease.com) to continue with your withdrawals. Understand that termination notifications are not always automatic. There may be a lapse in time with notifications. If planwithease.com does not have your termination date on file when you make your withdrawal or you need a change of address, please contact Cherise at [claud@uwyo.edu](mailto:claud@uwyo.edu) for assistance.

## Employees' Group Insurance Continuation

### Retirees with Spouse Enrolled in EGI

- If your current employee insurance selection is **employee only**, and you are married to another UW employee or your spouse is employed at another state agency, and you want to continue on the Employees' Group Insurance as a dependent under your spouse's insurance, your spouse *MUST* add you to their insurance plan. Otherwise, your insurance will automatically terminate at the end of the month of your termination date.
- If you and your spouse both work for UW or your spouse is employed with another state agency, and you are on the **split family plan**, you will be automatically added to your spouse's plan. If you do not want to be on your spouse's split family plan, your spouse must drop you. Otherwise, you will continue to be covered under the family plan and will not be able to drop coverage until a qualifying event or open enrollment.

### Retiree Insurance Coverage

- Some retirees have the option to continue their State of Wyoming Group Insurance Benefits if they desire and qualify. We recommend that you watch [this video](#) that gives an overview of the retiree insurance with the State of Wyoming. This is a helpful video that explains all the important details of the State of Wyoming Retiree Insurance.
- You will need to contact the State of Wyoming for a retiree packet as they indicate in the video. You can reach them at 307-777-6835. You can only continue benefits that you have held for the last year, and any dependents must have been on the plan for a least a year before retirement to be eligible to stay on the plan with you into retirement.
- **Don't miss the deadline! The deadline is 31 days from the date your active employee coverage ends.** If you choose terminal leave as payout for your leave balance, your retirement date for insurance will be your last day of terminal leave, otherwise it will be your last physical day at work. Any inquiry into enrolling in the State of Wyoming Retiree Insurance coverage, or any application received after the 31-day deadline will be denied.

### Sick Leave Conversion Board Benefit

If you believe you meet the qualifications for Board Retirement as outlined in [UW Regulation 5-2](#), please contact Cherise at [claud@uwyo.edu](mailto:claud@uwyo.edu).

**The Sick Leave Conversion Board Benefit is a taxable benefit.** The maximum monetary benefit amount is 480 sick hours multiplied by your hourly rate. This amount will be taxed on your last paycheck. The appropriate Medicare and Social Security taxes will be withheld. It is recommended that employees speak with a tax advisor regarding the tax implications for the retirees.

### Additional Actions Required Prior to Last Day of Employment

- Two weeks prior to termination p-cardholders shall: notify Procurement Services and request the p-card be closed; complete and submit any outstanding p-card expenses; destroy the card.
- Remove any personal or private files from your computer; download or print payslips, W-2 forms and performance evaluations prior to WyoCloud HCM access removal.
- Reassign direct reports through WyoCloud HCM with the appropriate effective date.

- Alert Asset Management. An inventory report can be ran based on that individual's name. If there are assets assigned to that person, the inventory will need to be updated by the department to show who would be taking over the assignment of those assets. Asset Management can verify that all the appropriate paperwork has been completed.
- Turn parking permits into Transportation Services or Human Resources at the employee's exit interview.
- Departmental keys and any other University property need to be turned into the department prior to separation.
- If you have a Flexible Benefits Plan, you must submit medical or childcare receipts to EGI within 60 days from separation. These are for expenses incurred prior to separation from UW. Details found in the [Flexible Benefits Plan document](#). Questions should be directed to EGI at 307-777-6835.

**Terminations must be submitted into WyoCloud HCM prior to the employee's last day of work. Submission can be entered by either the supervisor or department Decentralized Human Resources Representative (DHR). The Termination Leave Option Form and a copy of the retirement letter must be included in the submission.**

### **Information About Exiting Staff Email Accounts**

- Staff separating from the University will have their email account deactivated the evening of the last physical day worked.
- Email accounts for Board Retirees remain active for an indefinite period.
- In addition, UW computer access / WyoCloud HCM access will be deactivated the evening of the last physical day worked.

By signing, I am acknowledging that, I have received this Retirement Checklist, I have met with the Senior Benefits & Retirement Specialist and I have read and reviewed the responsibilities of retirement.

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Name

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Date