

WSURP Retirement To-Do List

- Determine the date you wish to retire - usually the first day of the month or the end of an academic appointment. Two to three months is recommended for all items to be completed to help ensure a smooth transition into retirement.
- Evaluate retirement options: Schedule an appointment with an individual TIAA-CREF consultant by calling 1-800-732-8353. For a listing of their on campus dates go to www.hrs.wsu.edu/Retirement+Information . Telephone counseling is also available: 1-800-842-2776.
- Write a letter to your department/college/division informing them of the date you plan to retire and your last working day. Letters of retirement are normally binding. Provide HRS a copy - campus zip 1014 or email hrs@wsu.edu.
- Is your Spouse/SSDP a WSU employee? You may be able to transfer to their medical/dental coverage and transfer a portion of your life insurance to their plan. Consult HRS for details.
- VEBA Account (Voluntary Employee's Benefit Association) for sick leave cash-out contributions at retirement- 25% of total hours. Additional information and forms can be found at www.hrs.wsu.edu/VEBA. Normally 2-3 months after retirement before VEBA account is set up.
 - Teaching and research faculty are not eligible.
- Health Benefits – check the HCA/PEBB retiree guide to determine if you are eligible for retiree medical/dental/life coverage. As mentioned above, if your spouse/SSDP continues WSU employment or other employment you may be able to be added to their coverage and waive the retiree health coverage. You can receive forms from HRS or request them from the Health Care Authority at 1-800-200-1004 or www.pebb.hca.wa.gov.
 - Coverage is continuous – however, there may be a lag between the employee coverage ending and the retiree coverage activation.
- Medicare Eligible? (Age 65). Contact Social Security at least three months before you retire to get enrolled in Medicare Part B. Your effective date will be the same as your retirement date. www.medicare.gov 1-800-772-1213 – National 1-877-405-9796 – Lewiston
- Forms can be left at HRS for review prior to being mailed. For questions please call 509-335-4521 or hrs@wsu.edu.
- Tax Deferred Investment Programs: TIAA-CREF and WA Deferred Compensation Plan. If you have an account and wish to increase contributions before retirement, contact HRS – 509-335-4521 or hrs@wsu.edu. Consider tax-deferring Annual Leave (if you accrue annual leave).
- Retirement Supplementation – If you are 62 years old and have at least 10 years of service, you may be eligible for a monthly “supplemental” payment from WSU. Please go to www.hrs.wsu.edu/Retirement+Supplementation for additional information.
- Returning to Work After Retiring under the WSURP is allowed at only a 40% FTE if returning to an Faculty or AP position. Contact HRS for additional information.