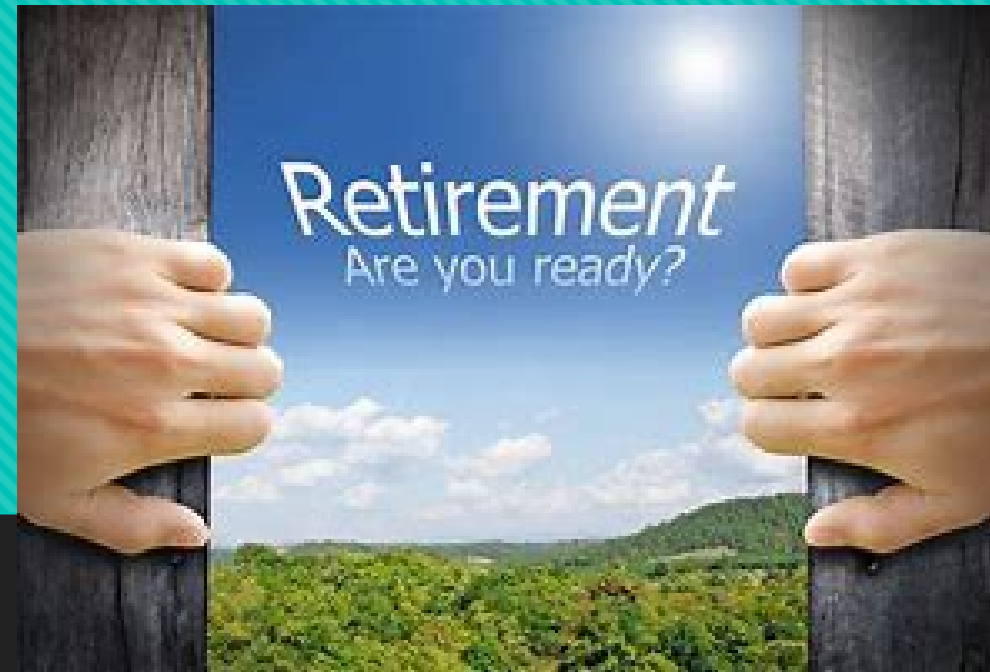


I'm ready to begin planning for my retirement, so what do I need to do?



Retirement Planning – Getting Started

Retirement Planning Information

- PASSHE has a majority of the information regarding retirement planning available on their website for employees to review and become familiar with.
- You can reach out to the IUP HR Benefits Services team for assistance as to where you can locate more in depth knowledge and you will be provided with the links to the PASSHE web, prospective retiree planning video, pre-retirement planning worksheets, retirement counselor contacts and other retirement planning resources available for your review.
- It is recommended that you begin retirement planning 6 months to 1 year in advance, but no less than 3 months prior to retirement (or sooner if you have other outside funds to take into consideration).
- Review this power point and the video provided by PASSHE for further details.

PASSHE/IUP Website Retirement Planning Resources

- http://www.passhe.edu/inside/HR/syshr/prospective_retiree/Pages/Prospective-Retirees_NonRep.aspx
- http://www.passhe.edu/inside/HR/syshr/prospective_retiree/Documents/AHCP_Retirement_Guide.pdf
- Visit the IUP Benefits webpage and select your employment group, then select **Planning Your Retirement**.
- (For example:
<https://www.iup.edu/humanresources/benefits/retirement/>

BENEFITS FOR NON-REPRESENTED EMPLOYEES

These employees hold professional and managerial positions including accountants, bursars, registrars, human resource generalists, maintenance managers, information technology specialists and academic deans.

- [Benefit Highlights](#)
- [Summary of Benefits](#)
- [Medical/Dental/Rx/Vision/Hearing](#)
- [Wellness/"Healthy U"](#)
- [Leave Plans](#)
- [Life/Accident/Disability Insurances](#)
- [Retirement and Savings](#)
- [Planning Your Retirement](#)
- [Flexible Spending Accounts](#)
- [Life Events](#)

3

The screenshot shows the top portion of a website page. At the top, there is a dark blue header with the text "PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION" and logos for various universities including Bloomsburg, CAL U, CHEYNEY UNIVERSITY, CLARION UNIVERSITY, ESU, EDINBORO UNIVERSITY, IUPUI, KUTZTOWN UNIVERSITY, LOCK HAVEN UNIVERSITY, MANSFIELD UNIVERSITY, and Millersville University. Below the header is a navigation menu with tabs for ABOUT, NEWS, OFFICES, UNIVERSITIES, STUDENTS, EMPLOYEES, and FA. The main content area has a blue header with the title "Prospective Retirees - Nonrepresented Employees" and a breadcrumb trail "Home > OOC > Pr". The main text area contains a paragraph: "This page was developed to assist employees who are thinking about or nearing retirement. The checklist and guide will cover your eligibility and benefits as a retiree of the State System. For additional information, please contact your university human resources office." Below this text are two links: "- Retirement Checklist" and "- Retirement Guide". There are three blue buttons: "Medical Eligibility", "Leave Payout", and "Additional Benefits". At the bottom, there is a section titled "Annuity Requirements:" followed by text: "In order to be eligible for a sick leave payout upon your retirement, you must establish an annuity within 90 days. If you fail to finalize your annuity within 90 days you will forfeit your sick leave payout. You also must establish an annuity prior to enrollment in the retiree healthcare plan." The footer of the page shows the URL "passhe.edu/inside".

Prospective Retirees

[Home](#) > [OOC](#) > [HR](#) > [Employee Benefits](#) > Prospective



PROSPECTIVE RETIREES

[NEWS AND ANNOUNCEMENTS](#)

[SUMMARY OF BENEFITS](#)

[RETIREES](#)

[EMPLOYEE BENEFITS](#)

For current retirement information, please select your employee ⁴group below.
For a description of the employee groups, view the [Labor Relations page](#).

State System Retirement Definition

A separation from service in which you have attained the required age and/or years of service on your date of separation, to be eligible for at least one of the following retiree benefits :

- Retiree health insurance
- Sick leave payout

In order to enroll in the retiree health insurance or receive your sick leave payout you must begin to receive your monthly lifetime pension annuity from your retirement plan.

Monthly Annuity Definition

Definition - A pension payment you receive for your lifetime.

1. SERS and PSERS Participants:

Any of the monthly pension payment options meets the criteria of a lifetime monthly pension annuity.

2. Alternative Retirement Plan (ARP) Participants:

Must annuitize a minimum of \$10,000 in a lifetime annuity product with their ARP vendor(s).

Employees should consult with their ARP retirement vendor (TIAA and/or Fidelity) to confirm their qualifying lifetime annuity options.

State System/Commonwealth Definitions

Definition:

- 1. Credited service** includes service credited by the retirement plan, which may include purchased service such as:
 - Out of state educational service
 - Military service
 - Service earned with other employers that offer SERS and PSERS retirement plans (e.g. Penn State, community colleges, public schools)
- 2. State System/Commonwealth service** only includes employment service with the State System of Higher Education or the Commonwealth of PA
 - Employment with public schools (pre-K, K-12), community colleges, Penn State, Temple, etc., **ARE NOT** included

Step 1: Understand Retirement Eligibility

- In order to determine if it is the right time for you to begin planning for your retirement, you should understand the eligibility criteria and the benefits afforded to eligible PASSHE retirees.
- There are several employment groups and each may have different criteria, so you will want to also understand what employment group you are a part of. Are you Faculty (APSCUF), Manager (Non-represented), Staff (AFSCME, SCUPA, OPEIU, POA, etc.)?
- Know your date of hire. Do you know what your date of hire is? Did you have a break in service?
- What is your current age? What will your age be upon retirement?

Simple, right?

Step 1: Understand Retirement Eligibility (Continued)

**Use the applicable Pre-Retirement Checklist provided to you on the IUP HR Benefits Website (Planning for Retirement) or that was provided to you by a member of Benefits Services to determine your eligibility. *Contact the Benefits Manager to verify and confirm years of service.*

Eligibility requirements vary based on your employee group (i.e., AFSCME, Faculty, Non-represented, etc.)

Eligibility is based on:

- Current hire date
- Age at retirement
- Years of service
- Date of retirement

If eligibility is met, then the retiree is eligible for coverage in the appropriate retiree health plan, which provides medical benefits to retirees and their eligible dependents for the retiree's lifetime.

Managers

Eligibility Criteria for Receiving Full Retirement Benefit

- SERS**
 - Retirement at age 60 or above with at least 3 years of credited service
 - Retirement under age 60 with at least 35 years of credited service
 - Retirement at any age with an approved disability and at least 5 years of credited service

- PSERS**
 - Retirement at age 62 or above with at least 1 year of credited service
 - Retirement at age 60 or above with at least 30 years of credited service
 - Retirement at any age with 35 years of credited service
 - Retirement at any age with an approved disability and at least 5 years of credited service

- ARP (TIAA/Fidelity)**
 - Retirement at any age

IMPORTANT INFORMATION ON RETIREMENT BENEFITS: In addition to meeting the age and service criteria for the Majority Paid Annuitant Health Care Coverage and the Sick Leave Payout, employees must retire and begin drawing a lifetime annuity from one of the PASSHE retirement plans (SERS, PSERS, or the ARP).

Eligibility Criteria for Majority Paid Annuitant Health Care Coverage

- Hired Prior to July 1, 1997**
 - Retirement at age 60 or above with at least 10 years of credited service
 - Retirement under age 60 with at least 25 years of credited service
 - Retirement at any age with an approved disability retirement and at least 5 years of credited service

- Hired On or After July 1, 1997 but Before July 1, 2004**
 - Retirement at age 60 or above with at least 15 years of Commonwealth/State System service
 - Retirement under age 60 with at least 25 years of Commonwealth/State System service
 - Retirement at any age with an approved disability and at least 5 years of Commonwealth/State System service

Pre- Retirement Eligibility Checklist (Example-Manager)

Step 2: Determining Eligibility:

Depending on which employment group you are a part of will be a determining factor in eligibility. Following your review of the pre-retirement eligibility checklist for your employment group, you should be able to determine your eligibility for Retirement, Majority Paid Annuitant Health Care coverage and/or the Sick Leave Payout.

For example, as a Manager (Non-represented employee), my hire date is 4/22/1985, I am a SERS participant, & my DOB is 6/15/1958, therefore the criteria I must meet to be eligible for retirement is as follows (as laid out on the pre-retirement eligibility checklist and also on the PASSHE website):

Eligibility Criteria for Receiving Full Retirement Benefit

SERS

- ☺ Retirement at age 60 or above with at least 3 years of credited service
- Retirement under age 60 with at least 35 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

Eligibility Criteria for Majority Paid Annuitant Health Care Coverage

Hired Prior to July 1, 1997

- ☺ Retirement at age 60 or above with at least 10 years of credited service
- Retirement under age 60 with at least 25 years of credited service
- Retirement at any age with an approved disability retirement and at least 5 years of credited service

Hired On or After July 1, 1997 but Before July 1, 2004

- Retirement at age 60 or above with at least 15 years of Commonwealth/State System service
- Retirement under age 60 with at least 25 years of Commonwealth/State System service
- Retirement at any age with an approved disability and at least 5 years of Commonwealth/State System service

Hired On or After July 1, 2004 but Before January 1, 2016

- Retirement at age 60 or older with at least 20 years of Commonwealth/State System service
- Retirement under age 60 with at least 25 years of Commonwealth/State System Service
- Retirement at any age with an approved disability and at least 5 years of Commonwealth/State System Service

○ Hired On or After January 1, 2016

- Not eligible

Determining Eligibility

(Manager continued)

Eligibility Criteria for the Sick Leave Payout

- 😊 **Retirement at age 60 or above with at least five years of credited service**
- Retirement under age 60 with at least 25 years of credited service
- At any age with an approved disability retirement

IMPORTANT INFORMATION ON AHCP Costs

- Contributions for eligible management employees who retire on or after July 1, 2008 continue to be paid on the same basis throughout retirement as follows:
- The annuitant shall contribute at the same base contribution percentage paid by active employees and this percentage will change as it changes for active employees. For example, the contribution percentage will change to 15% on July 1, 2010. Note that the additional contributions paid by active employees who do not participate in the Wellness Program (Healthy U) do not pertain to annuitants. The contribution percentage is applied to the active employee health care plan premium rate in effect on the annuitant's retirement date for the chosen health care plan and coverage tier (single, two-party or family). **This premium rate upon which the contribution percentage is applied remains the same throughout retirement.**

Pre-Retirement Eligibility Checklist (Faculty example)

Faculty

Eligibility Criteria for Receiving Full Retirement Benefit

SERS

- Retirement at age 60 or above with at least 3 years of credited service
- Retirement under age 60 with at least 35 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

PSERS

- Retirement at age 62 or above with at least 1 year of credited service
- Retirement at age 60 or above with at least 30 years of credited service
- Retirement at any age with 35 years of credited service
- Retirement at any age with an approved disability and at least 5 years of credited service

ARP (TIAA/Fidelity)

- Retirement at any age

IMPORTANT INFORMATION ON RETIREMENT BENEFITS: In addition to meeting the age and service criteria for the Majority Paid Annuitant Health Care Coverage and the Sick Leave Payout, employees must retire and begin drawing a lifetime annuity from one of the PASSHE retirement plans (SERS, PSERS, or the ARP).

Eligibility Criteria for Majority Paid Annuitant Health Care Coverage

Hired Prior to July 1, 1997

- Retirement at age 60 or above with at least 10 years of credited service
- Retirement under age 60 with at least 25 years of credited service
- Retirement at any age with an approved disability retirement and at least 5 years of credited service

Hired On or After July 1, 1997 but Before July 1, 2004 (Includes faculty members who began employment with the Fall 1997 semester)

- Retirement at age 60 or above with at least 15 years of Commonwealth/State System service
- Retirement under age 60 with at least 25 years of Commonwealth/State System service
- Retirement at any age with an approved disability and at least 5 years of Commonwealth/State System service

Determining Eligibility:

Depending on which employment group you are a part of will be a determining factor in eligibility. Following your review of the pre-retirement eligibility checklist for your employment group, you should be able to determine your eligibility for Retirement, Majority Paid Annuitant Health Care coverage and/or the Sick Leave Payout.

For example, as a Faculty member), my hire date is 8/22/1992, I am an ARP participant, & my DOB is 10/09/1952, therefore the criteria I must meet to be eligible for retirement is as follows (as laid out on the pre-retirement eligibility checklist and also on the PASSHE website):
http://www.passhe.edu/inside/HR/sys/hr/prospective_retiree/Pages/default.aspx

Eligibility Criteria for Receiving Full Retirement Benefit

ARP

- ARP (TIAA-CREF, ING, Fidelity, VALIC)
 - 😊 Retirement at any age

Eligibility Criteria for Majority Paid Annuitant Health Care Coverage

- **Hired Prior to July 1, 1997**
 - 😊 Retirement at age 60 or above with at least 10 years of credited service
 - Retirement under age 60 with at least 25 years of credited service
 - Retirement at any age with an approved disability retirement and at least 5 years of credited service
- **Hired On or After July 1, 1997 but Before July 1, 2004**
 - Retirement at age 60 or above with at least 15 years of Commonwealth/State System service
 - Retirement under age 60 with at least 25 years of Commonwealth/State System service
 - Retirement at any age with an approved disability and at least 5 years of Commonwealth/State System service
- **Hired On or After July 1, 2004**
 - Retirement at age 60 or older with at least 20 years of Commonwealth/State System service
 - Retirement under age 60 with at least 25 years of Commonwealth/State System Service
 - Retirement at any age with an approved disability and at least 5 years of Commonwealth/State System Service

Eligibility Criteria for the Sick Leave Payout

- 😊 Retirement at age 60 or above with at least five years of Commonwealth/State System service as a faculty member
 - Retirement under age 60 with at least 25 years of **Commonwealth/State System** service. Service need not all be as a faculty member
 - Retirement at any age with an approved disability retirement

Sick Leave Payout

If you meet the eligibility criteria upon retirement:

① You may elect to take your sick leave payout in one lump sum payment

Or

② Choose to enroll in the Deferred Compensation Plan through Empower Retirement and/or enroll in the TSA – 403(b) plan

The screenshot shows the Pennsylvania State Employee Retirement System website. At the top, there is a navigation bar with links for 'About SERs', 'News Room', 'Employers', and 'Contact'. Below this is a search bar with the text 'Google Custom Search'. The main content area features a dark blue header with navigation links for 'Defined Benefit Plan', 'Defined Contribution Plan', 'Hybrid Plan', and 'Deferred Compensation Plan'. A prominent graphic on the left reads 'DEFERRED COMPENSATION PLAN' with a 'Supplemental Benefit' tag. To the right, the 'Enroll Now' section explains that saving through a 'deferred comp' plan is a smart way to work toward a more rewarding future. Below this, the 'Take charge of your financial future' section advises that even if unsure how much to save, starting as soon as possible is key. A 'Plan Resources' section lists links for 'FEATURES AND HIGHLIGHTS' and 'LEAVE PAYOUT ROLLOVER'. A partially visible form on the right asks for an email address and a Social Security Number (SSN) without dashes or spaces.

This screenshot displays the 'Voluntary Retirement Plans' page. The title 'Voluntary Retirement Plans' is at the top. The main text explains that the State System offers two options to save and invest extra money for retirement. A bulleted list includes 'Deferred Compensation/TSA Comparison'. Below this, two columns describe the 'Deferred Compensation - 457 Plan' and the 'Tax-Sheltered Annuity - 403(b) Plan'. Each column includes a 'Read More' button. The 457 Plan section notes it offers a simple, flexible way to save with pretax and Roth features. The 403(b) Plan section states employees can choose from TIAA and/or Fidelity as their TSA vendor.

This screenshot shows the 'Voluntary Retirement Plans' page on the Empower Retirement website. The navigation bar at the top includes 'ABOUT', 'NEWS', 'OFFICES', 'UNIVERSITIES', 'STUDENTS', and 'EMPLOYEES'. The main heading is 'Voluntary Retirement Plans' with a breadcrumb trail 'Home > OOC >'. Below the heading is a 'Deferred Compensation/ TSA Comparison' button. The 'Deferred Compensation - 457 Plan' section describes it as a simple, flexible way to save for retirement with pretax and Roth features. It includes links for '- Enroll Now' and '- Plan Highlights'. The Empower Retirement logo is at the bottom left.

Deferred Compensation Plan: 457(b)

- “Deferred comp” makes it easy to set aside more money for retirement by allowing you to have some of your pay automatically deducted on a pre-tax basis and invested.

Defer From Your Leave Payout:

According to the IRS, leave payouts are eligible for deferral into deferred comp accounts. Current IRS limits affect the actual amount you can defer.

If you do not yet participate in deferred comp, there may be time to establish a new account; however, **you must be enrolled and have begun your first payroll deduction in the month prior to the first 1st of the month in which you will be retiring.**

Empower Retirement Deferred Compensation Plan (457)

- Employees planning for an upcoming retirement can [schedule a virtual Retirement Readiness Review online](#).
- For employees interested in enrollment, all instructions and required codes can be found on the [SERS Deferred Compensation enrollment website](#).
- For more information on the 457 plan, go to the [Deferred Compensation Program website](#).

Contact the Empower Retirement Counselor for more information or review more information at the following websites:

<http://www.passhe.edu/inside/HR/syshr/retirement/Pages/Voluntary-Retirement-Plans.aspx>

<http://sers.pa.gov/DeferredCompensationPlan.html>

Deferred Compensation

Deferring Into the 457 plan

Current DCP Participants: If you are currently enrolled in the Deferred Compensation Plan, you must complete and sign another Salary Deferral Agreement designating the **specific dollar amount** you wish to defer. Empower Retirement Services **must receive** your signed Salary Deferral Agreement designating the sick leave payout amount approved by your Empower Retirement representative before the first day of the month in which you will receive your leave payout.

Non-DCP Participants: If you are not currently enrolled in the Deferred Compensation Plan, you must first enroll in the DCP which will require additional processing time. You must have at least \$5 deducted from your pay prior to the pay in which you defer your payout in order to meet the IRS requirements. Refer to the **Deferred Compensation Website** for more information and to enroll. You must then complete and sign another Salary Deferral Agreement designating the specific dollar amount you wish to defer. Empower Retirement must receive your signed Salary Deferral Agreement designating the sick leave payout amount approved by your Empower Retirement representative 45 days prior to your date of retirement.

For more information on the 457 plan and to enroll online, go to the **Deferred Compensation Program website**. Review the information available and then schedule a **Virtual Retirement Readiness Review** online. You can also contact Customer Service at 1-800-633-5461, Option 1. To provide the final salary deferral amount on the Sick & Annual Salary Deferral Agreement form, you will need to know the dollar amount of the payout. An estimate can be requested from Kyle Schons in Benefits Services of the Office of Human Resources. kschons@iup.edu

TSA Deferring Leave Payouts

Employees who are retiring can contribute a portion of their final payout and leave payouts into the Tax-Sheltered Annuity (TSA) 403b Plan, within IRS limits. By making a pre-tax deferral into the TSA, employees can reduce taxes withheld from the final paycheck and boost their retirement savings. **Employees must have an active TSA account with TIAA and/or Fidelity or have established an account by enrolling through TIAA and/or Fidelity.** To open an account, navigate to www.passhe.edu/enrollTSA and click on the [Retirement@Work](#) link. To view more details of the plan navigate to www.passhe.edu/enrollTSA.

The screenshot shows a website navigation menu with links for ABOUT, NEWS, OFFICES, UNIVERSITIES, STUDENTS, and EMPLOYEES. The main heading is "Voluntary Retirement Plans" with a breadcrumb trail "Home > OOC >". A prominent button reads "Deferred Compensation/ TSA Comparison". Below this, the section "Deferred Compensation - 457 Plan" is displayed, followed by a descriptive paragraph about the plan's features and a list of links: "- Enroll Now" and "- Plan Highlights". The Empower Retirement logo is visible at the bottom of the page.

TSA (Tax Sheltered Annuity) 403 (b) Deferring Into the TSA 403b

Employees who are retiring can contribute a portion of their final payout and leave payouts into the Tax-Sheltered Annuity (TSA) 403b Plan, within IRS limits. By making a pre-tax deferral into the TSA, employees can reduce taxes withheld from the final paycheck and boost their retirement savings. Employees must have an active TSA account with TIAA and/or Fidelity or have established an account by enrolling through TIAA and/or Fidelity. To open an account, navigate to www.passhe.edu/enrollTSA and click on the [Retirement@Work](#) link. To view more details of the plan navigate to www.passhe.edu/enrollTSA.

Employees should ask HR for a leave payout estimate in order to help them determine how much they may be able to defer. Any questions about your TSA account or eligible amounts to defer should be directed to your TSA vendor representative. Employees who do not have an existing account will need to establish an account with TIAA and/or Fidelity.

Submit your completed [TSA Leave Deduction Agreement](#) directly to tsadeferral@passhe.edu or by fax to 717-720-4162. To make sure enrollment and forms are received, it is recommended to complete the process 30 days in advance of your retirement date.

The State System allows you to defer in both the [TSA](#) and [Deferred Compensation plans](#), up to the applicable IRS limits. By making pre-tax deferral into the TSA, employees can reduce taxes withheld from the final paycheck and boost their retirement savings. Prior to meeting with your representative, you should obtain a sick/annual leave payout estimate from your HR office. This will help the representative to estimate the correct deferral amount.

Deferring Into the TSA 403b

Employees must have an active TSA account with TIAA and/or Fidelity or have established an account by enrolling through TIAA and/or Fidelity. To open an account, navigate to www.passhe.edu/enrollTSA and click on the [Retirement@Work](#) link.

Submit your completed [TSA Leave Deduction Agreement](#) directly to tsadeferral@passhe.edu or by fax to 717-720-4162. To make sure enrollment and forms are received, it is recommended to complete the process 30 days in advance of your retirement date.

To view more details of the plan, navigate to www.passhe.edu/enrollTSA.

- [TSA Deferral Handout](#)

Deferring Into the Deferred Compensation 457

The State Employees' Retirement System contracts with Empower Retirement as the administrator for the deferred compensation 457 plan.

Sick Leave Payout

1. Employees who have an accrued sick leave balance may be eligible for a payout of a portion of this balance at retirement.
2. Employees must begin to draw their monthly pension **within 90 days** of separation, otherwise the sick leave payout is forfeited.

General eligibility rules:

- Age 60* with 5 years service
- Retirement under age 60 with 25 years service

Service requirements and payout calculations vary for different employee groups – more information is available in the retirement guide applicable to your employee group (available on the State System website)

http://www.pashe.edu/inside/HR/syshr/prospective_retiree/Documents/AHCP_Retirement_Guide.pdf

**AFSCME/PSSU/SPFPA/OPEIU – Requires attainment of “superannuation age”, which is determined by the retirement plan and class of service in which the employee is enrolled. It is age 60 for ARP participants and, in many cases, age 60 for SERS, and age 62 for PSERS.*

Payment Schedule:

<i>Days Available at Retirement</i>	<i>Percentage Buy-Out</i>	<i>Maximum Days Paid</i>
0-100	30%	30
101-200	40%	80
201-300	50%	150
Over 300 (earned in last year of employment)	100% of days over 300	15

Nonrepresented

Retirement Age	Years of Service	Type of Service
60 or above	5	Credited Service
Prior to 60	25	
Any with Approved Disability Retirement	5	

Payment Schedule:

<i>Days Available at Retirement</i>	<i>Maximum Days of Unused Sick Leave Paid</i>
10-74	10
75-149	20
150-224	30
225-299	40
300 and over	50

APSCUF Faculty

Retirement Age	Years of Service	Type of Service
60 or above	5	Commonwealth/State System service as a faculty member
Prior to 60	25	Commonwealth/State System
Any with Approved Disability Retirement	5	

**Sick Leave Payout
(Faculty)**

Payment Schedule:

<i>Days Available at Retirement</i>	<i>Percentage Buy-Out</i>	<i>Maximum Days Paid</i>
0-100	30%	30
101-200	40%	80
201-300	50%	150
Over 300 (earned in last year of employment)	100% of days over 300	13

Leave balances are reported on ESS as the number of hours an employee has accrued. To convert hours to days, divide the number of leave hours accrued by 7.5 hours (SCUPA employees) or 8.0 (OPEIU and SPFPA employees).

OPEIU Nurse, SPFPA Security/Police, SCUPA

Enrolled in SERS/PSERS		
Retirement Age	Years of Service	Type of Service
Superannuation age	5	Credited Service
Prior to Superannuation age	25	
Any with Approved Disability Retirement	5	

OPEIU Nurse, SPFPA Security/Police, SCUPA

Enrolled in ARP		
Retirement Age	Years of Service	Type of Service
Age 60 with ARP	5	Commonwealth/State System Service
Prior to age 60 with ARP	25	
Any with Approved Disability Retirement	5	

**Sick Leave Payout
(SCUPA, SPFPA/Police,
OPEIU)**

APSCUF Coaches

Retirement Age	Years of Service	Type of Service
60 or above	5	Commonwealth/State System service as a coach
Prior to 60	25	Commonwealth/State System
Any with Approved Disability Retirement	5	

Payment Schedule:

<i>Days Available at Retirement</i>	<i>Maximum Days of Unused Sick Leave Paid</i>
10-74	10
75-149	20
150-224	30
225-300	40

Leave balances are reported on ESS as the number of hours an employee has accrued. To convert hours to days, divide the number of leave hours accrued by 7.5 hours.

Request a Leave Payout Estimate

Once you have determined a date of retirement and established that you meet the eligibility criteria to receive a sick and/or annual leave payout,


- Contact Kyle Schons in Benefits Services to request a Leave Payout Estimate: kschons@iup.edu
 - If applicable, employees are also eligible to have any remaining annual, compensatory, holiday or personal leave paid out.
 - Kyle will email you confidentially within a few days and include the estimated figures that you can expect to receive upon retirement for any remaining leave that you may be eligible to be paid out.
 - If you are participating in the Deferred Compensation program, you must then complete and sign another Salary Deferral Agreement designating the specific dollar amount you wish to defer. Empower Retirement must receive your signed Salary Deferral Agreement designating the sick leave payout amount approved by your Empower Retirement representative **before the first day of the month in which you will receive your leave payout.**

Retiree Health Insurance: AHCP

(Annuitant Health Care Plan - Retiree Health Insurance administered by the State System)

- Eligible retirees, spouses and eligible dependent children will be enrolled in the State System Annuitant Health Care Plan (AHCP)
- Provides coverage for the lifetime of the retiree (survivor spouse coverage available)
 - Eligible dependents (spouse/children) may be added or removed at open enrollment or upon a qualifying life event
- Dependent children eligibility rules differ from the active employee plan:
 - Children eligible up to age 19, or age 25 if a full-time student
- Retiree premium contributions will vary based upon employee group, tier of coverage and date of retirement.
- Further details available in the applicable Retirement Guide:
http://www.pashe.edu/inside/HR/syshr/prospective_retiree/Documents/AHCP_Retirement_Guide.pdf

PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION



State System of Higher Education
Retirement Guide

Faculty (APSCUF)
Coaches (Non-Faculty APSCUF)
Nonrepresented*
Nurses (OPEIU)*
Security/Police (SPFPA)*
SCUPA*

Nonrepresented/SCUPA

Current Hire Date	Retirement Age	Years of Service	Type of Service*
Prior to July 1, 1997	60	10	Credited Service
	Any	25	
	Any with Approved Disability Retirement	5	
July 1, 1997 to June 30, 2004	60	15	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	
On/After July 1, 2004	60	20	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	
On/After January 16, 2016	No retiree health coverage available		

APSCUF Faculty

Current Hire Date	Retirement Age	Years of Service	Type of Service*
Prior to Fall Semester 1997	60	10	Credited Service
	Any	25	
	Any with Approved Disability Retirement	5	
Fall Semester 1997 to June 30, 2004	60	15	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	
On/After July 1, 2004	60	20	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	

APSCUF Coaches

Current Hire Date	Retirement Age	Years of Service	Type of Service*
Prior to July 1, 1997	60	10	Credited Service
	Any	25	
	Any with Approved Disability Retirement	5	
July 1, 1997 to July 31, 2005	60	15	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	
On/After August 1, 2005	60	20	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	

OPEIU Nurses/SPFPA Security/Police

Current Hire Date	Retirement Age	Years of Service	Type of Service*
Prior to July 1, 1997	60	15	Credited Service
	Any	25	
	Any with Approved Disability Retirement	5	
July 1, 1997 to June 30, 2004	60	15	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	
On/After July 1, 2004	60	20	Commonwealth/State System Service
	Any	25	
	Any with Approved Disability Retirement	5	
On/After January 16, 2016	No retiree health coverage available		

APSCUF Faculty retiring who are currently enrolled in the active Highmark PPO:

Retirement Date 07/01/20 – 06/30/21		
Single	Two-Party	Family
\$114.97	\$254.88	\$312.36

Retirement Date 07/01/21 – 06/30/22		
Single	Two-Party	Family
\$122.47	\$271.52	\$332.76

APSCUF Coaches retiring who are currently enrolled in the active Highmark PPO will contribute 3.0% of their salary when they retire. (3.0% x final salary/12 months = monthly contribution rate).

Nonrepresented, Nurses, Security/Police, and SCUPA retiring who are currently enrolled in the active Highmark PPO or a PEBTF medical plan:

Retirement Date 07/01/20 – 06/30/21		
Single	Two-Party	Family
\$113.35	\$251.29	\$307.97

Retirement Date 07/01/21 – 06/30/22		
Single	Two-Party	Family
\$121.20	\$268.70	\$329.30

All employees enrolled in a HMO, please contact your university for rate information.

AHCP Details

Retiree Premium Contributions

- If you are a SERS member, your retiree health premium contributions will be deducted from your monthly annuity payment.
- If you are an ARP or PSERS member, your retiree health premium contributions will be directly debited from your checking account on a monthly basis (AHCP).

Delaying Enrollment

If you don't need retiree health coverage immediately after retirement, you may delay your enrollment to a future date. This is a one time waiver.

Medicare Enrollment

Medicare-eligible retirees and spouses (generally those age 65+) must enroll in Medicare Part A and B in order to be enrolled in Signature 65.

**If your spouse has active health coverage, it is in your best interest to remain in active coverage vs. enrolling in Medicare A&B for as long as possible. Example: A faculty member is married to another faculty member or manager/staff; upon retirement the retired faculty member should be added to the actively working spouse's plan.*

AHCP

Two different health plans, depending upon age of retiree:

1. Retirees/spouses/children under age 65 (not Medicare eligible)
 - Highmark PPO medical plan, with prescription drug card program
 - *If you are under age 65 or non-Medicare eligible, you will have the same prescription coverage that you did as an active employee.*
 - Same plan design as active employees receive
2. Retirees/spouses age 65+ (Medicare-eligible)
 - Medicare supplement plan (Signature 65)
 - Highmark Blue Shield Signature 65 compliments Medicare Parts A (Hospital Coverage) & B (Medical Coverage)
 - Prescription drugs covered under Major Medical, subject to annual deductible/co-insurance³³
 - Member purchases drugs, submits claim form to health plan for reimbursement

AHCP: Signature 65

Retirees/spouses age 65+ (Medicare-eligible)

- **Highmark Blue Shield Signature 65** compliments Medicare Part A (Hospital Coverage) & Part B (Medical Coverage).
- Medicare does not pay for all of your hospital or doctor expenses if you become ill or injured.
- Signature 65 will pay for some or all of the deductibles or coinsurance that are not covered by Medicare.

*You are required to pay the Medicare Part B deductible each year. After meeting your deductible, **Medicare pays 80% & Signature 65 will pay the remaining 20%.***

- **Major Medical coverage:** Designed to supplement your hospital, medical surgical benefits under Medicare & Signature 65 by providing additional protection. Major Medical will reimburse you for certain covered medical expenses not covered by the Signature 65 Complement plan. Further details are provided in the Signature 65 booklet.

http://www.passhe.edu/inside/HR/syshr/current_retiree/Pages/Plan-Information.aspx

- **Highmark/Medco Discount Prescription Drug Plan**

Signature 65 Prescription Drug Program

As an annuitant enrolled in Pennsylvania's State System of Higher Education (State System) Highmark Blue Shield Signature 65 Medicare Complement coverage, you are also enrolled in a prescription drug discount feature. Highmark has made arrangements with a network of pharmacies to offer you discounted prices for many prescription drugs. **Although you may choose any pharmacy, you will pay less when you use a pharmacy that participates in this network.** Your Signature 65 ID card has a symbol printed on it that tells the pharmacist to give you a discount on most prescription drugs. To receive your discount, you must show your ID card to the pharmacist when you have your prescriptions filled. The amount you pay for most prescription drugs will reflect this discount. To locate a network pharmacy, call the Highmark toll-free Member Services telephone number printed on the back of your ID card or visit the website at www.highmarkblueshield.com.

Prescription drug costs incurred at either a retail pharmacy or through mail order may be submitted to Major Medical for reimbursement.

Signature 65 Prescription Drug Discount Process

1. Present your prescription(s) to a retail pharmacist or through mail order.
2. The pharmacist will advise you of the discounted prescription price.
3. You pay the discounted price for the prescription at the time of purchase and receive a detailed receipt.

*****All prescription receipts must be submitted to Highmark on a Major Medical Claim form to ensure all eligible costs are accounted for towards your deductible.*****

AHCP Signature 65/Medicare Enrollment

○ Employees/spouses who are age 65+ must contact Social Security prior to retirement to enroll in Medicare Part A and Part B (if not already enrolled).

○ Medicare enrollment must be effective the **first of the month** in which you will retire.

○ Medicare will pay primary and ACHP (Signature 65) will pay secondary on claims. For more details on benefits and coverage, visit the Medicare benefits summary: http://www.pashe.edu/inside/HR/syshr/current_retiree/Documents/Medicare_Benefit_Summary.pdf

○ By utilizing the Highmark prescription drug discount card, you will pay less for your prescriptions and may request reimbursement by submitting a Major Medical Claim form to Highmark.

○ A number of ways to enroll:

- Online – www.medicare.gov
- Phone - 1-800-772-1213
- Visit your local Social Security office

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION 2019 MEDICARE BENEFIT SUMMARY			
BENEFITS AND COVERAGE	MEDICARE (PARTS A & B)*	BLUE SHIELD SIGNATURE-65	MAJOR MEDICAL
Hospitalization Room and Inpatient Services	Pays for first 60 days after Part A deductible of \$1,364 for each benefit period; pays after coinsurance for days 61-150	Pays \$1,364 Part A deductible plus coinsurance for days 61-150 plus 30 additional days for in-hospital care for covered services	80% excess
Outpatient Hospital Services Surgery, Diagnostic Services, Rehabilitation Facility Services and Therapy	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical	80% excess
Emergency Services Urgently Needed Care and Ambulance Services	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical	80% excess
Skilled Nursing Facility Services	Pays fully for first 20 days; pays after coinsurance for days 21-100; beyond 100 days there is no coverage	Pays coinsurance for days 21-100; if skilled care is still required, you may use 2 days for each of the 30 additional unused in-hospital days	80% excess
Physician Services Office Visits, Surgery, Doctor Services, and Laboratory Services	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical	80% excess
Prescription Drugs/Medications	Not covered	Not covered under Blue Shield Signature-65; however, members are must utilize their Highmark ID Card to receive the discounted prescription drug price and then submit to Major Medical for reimbursement	80%
Durable Medical Equipment	Pays 80% of approved charges after \$185 annual Part B deductible	Pays 20% of Medicare approved charges after \$185 Part B deductible which may be submitted to Major Medical with any remaining balance	80% excess

- You will be required to complete your portion of the Employer Verification form and have the Benefits Services Manager complete the remaining portion of the form as part of the Medicare Part B enrollment process.
- This form cannot be completed by the Benefits Manager until a notice of retirement has been submitted.
- Once you receive your Medicare card(s), provide them to IUP Benefits Services who will forward a copy to the Central Office for their records.

AHCP Enrollment Process

Upon submitting your notice of retirement, Benefits Services of the Office of Human Resources, will provide you with a retirement letter that includes an overview of relevant details pertinent to your retirement. Included with the retirement letter will be an AHCP enrollment form.

- To enroll in AHCP you must complete this form and return it to Benefits Services.
- Once received, your enrollment form is submitted to the Central Benefits Office in Harrisburg.
- Retirees will not be enrolled in AHCP until the Central Office has verified that the annuity has been established.
- Highmark ID card(s) will be received after your enrollment into AHCP. *It is strongly recommended to not schedule visits with your provider until two weeks after your retirement date in the event of any delays.*

****Once you enroll, if you choose to drop coverage, you cannot re-enroll in the AHCP.***

Other Benefits: Vision/Dental

Dental/Vision Insurance:

The AHCP does not offer dental or vision coverage to retirees. There are several options that may be available to you:

If you are a **retired faculty** member, vision and dental coverage may be available through **APSCURF**: <http://www.apscuf.org/members/apscurf>. *(The PA Faculty Health & Welfare Fund administers the vision and dental plans. Faculty will need to contact PAFHWF with specific questions: 844-865-1137)*

1. If you are receiving a pension or eligible to receive a pension from the Commonwealth/State System, vision and dental coverage may be available through **PARSE**: www.parseofpa.org.
2. If you are eligible for **COBRA**, you can elect to continue the same vision and/or dental plan or both at a cost that is only 2% higher than the rate that was paid as an active employee, for a period of 18 months (sometimes longer depending on circumstances). You will be sent COBRA information & election forms from the 3rd Party Administrator.
3. NVA/United Concordia will provide you with the option to purchase a plan directly from them.
4. Pay eye doctor or dentist directly.

It is up to you to compare the plans, the costs, and take your personal circumstances into consideration when making a choice.

Other Benefits: Hearing

Hearing Insurance:

The AHCP does not include hearing coverage for retirees.

1. If you are receiving a pension or eligible to receive a pension from the Commonwealth/State System, hearing coverage may be available through **PARSE**: visit www.parseofpa.org or call 1-800-286-6149.
2. Pay Hearing Specialist directly.

It is up to you to compare the plans, the costs, and take your personal circumstances into consideration when making a choice.

Other Benefits: Tuition Waiver

○ Continuation of the Tuition Waiver is dependent upon the criteria within your employment group.

○ Please visit:
<https://www.iup.edu/humanresources/benefits/tuition-waiver/eligibility-and-benefit/>

○ A Summary chart of benefits and eligibility can be viewed here:
<https://www.iup.edu/humanresources/benefits/tuition-waiver/eligibility-and-benefit/eligibility-and-benefit-grids/>

TUITION WAIVER ELIGIBILITY AND BENEFIT DETAILS BY EMPLOYEE GROUP

[Tuition Waiver Eligibility and Benefit Verification Portal](#)

This tool provides personalized eligibility and benefits by answering a few simple questions.

To print your final results, right click and select Print or Print Preview.

OR

Click on group name for detailed tuition waiver eligibility and benefits:

[AFSCME](#)

[APSCUF Faculty](#)

[Management \(Non-represented\)](#)

[Coaches \(Non-Faculty\)](#)

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Other Benefits (continued)

State Employee Assistance Program (SEAP)

SEAP benefits continue upon enrollment in the AHCP. SEAP is the free assessment and referral service for commonwealth employees and their family members; this includes everyone who lives in your house, as well as your parents, adult children, and siblings regardless of where they live. SEAP provides counseling for a wide variety of personal, financial, and legal services. This is no cost to you for this benefit.

Group Life Insurance

Your employer-paid group life insurance coverage will cease on the last day of the month in which your employment ends. You will receive a conversion notice in the mail directly from MetLife. You have the option to convert the same or a lesser amount of your current group coverage into an individual insurance policy purchased at your own expense. **You will have 15 days from the date the notice is received to make a decision.**

Voluntary Benefits After Retirement

Voluntary Group Life (VGLIP) and Accidental Death and Dismemberment (ADD) Insurance

Your VGLIP/ADD coverage will cease on your last day of employment. Forms will be provided to you upon retirement from Benefits Services in HR to convert/port any existing coverage with CIGNA.

Long Term Disability (LTD)

LTD insurance will cease upon retirement.

Tax-Sheltered Annuity 403(b) (TSA)

Money can be withdrawn 30 days after separation. Contact your financial advisor or vendor representative for more information.

Deferred Compensation 457(b)

Money can be withdrawn at any time after separation. Contact your Empower representative for more information.

Flexible Spending Account (FSA)

Remember to submit qualified expenses incurred prior to your date of separation. Reimbursement from your medical account will not be permitted for expenses incurred after your last day worked, unless you elect COBRA coverage for FSA.

What if I don't meet the eligibility criteria for health insurance but still want to retire?

- Employees that don't meet the eligibility requirements for health insurance but otherwise meet all other requirements to be considered a PASSHE retiree are still eligible to retire.
- In some cases, employees that don't meet the years of service requirement for AHCP may be eligible for AHCP Partial Pay (\$5 share). The Central Office will contact employees that meet these requirements.

So you meet the eligibility criteria for the Annuitant Majority Paid Health Care and for the Sick Leave Payout, but now what?

What do I need to do to ensure that I receive these benefits?

In addition to meeting the age and service criteria for the Majority Paid Annuitant Health Care Coverage and the Sick Leave Payout, employees must retire and begin drawing a lifetime annuity from one of the PASSHE retirement plans (SERS, PSERS, or the ARP).

1. Establish your retirement date.
2. Meet with your designated Retirement Counselor. It is strongly recommended to meet with your vendor representative to complete the annuity paperwork and understand the options available in setting up your annuity. You should contact your vendor representative no less than 90 days prior to your retirement. (**ARP participants must annuitize a minimum of \$10,000**).
3. Schedule a retirement planning meeting with the Benefits Manager in HR to ensure that you understand and are comfortable with your decision to retire and to assist you with any additional questions.
4. Submit your notice of retirement appropriately as indicated on the PASSHE pre-retirement checklist.

Things to Know

- If an employee moved from out of state and had an ARP plan that was rolled into the PASSHE plan, upon retirement this may slightly delay the process as you may need to work with retirement vendor representatives from out of state to assist you with your annuity and retirement funds. Please allow ample time in establishing your annuity and contact your retirement vendor for assistance.
- If you choose to continue working after your retirement from IUP/PASSHE, in general, if your retirement plan was SERS or the ARP, you **MAY** work after retirement from the State System with any employer that is **NOT** affiliated with the State System or the Commonwealth of PA. If your retirement plan was PSERS, PSERS has established rules that are different from SERS regarding working after retirement. Retirees should consult PSERS for additional clarification.
- Working in retirement may have tax implications – consult your tax advisor.

