



Madison Benefits Services
OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

Retirement Checklist for Departments/Divisions

During their career, employees should:

- Review annual *Benefits Enrollment Confirmation* (MyUW portal)
- Review annual *ETF Annual Statement of Benefits (WRS)* (MyUW portal)
- Attend Madison Benefits Services' presentations (register via www.talent.wisc.edu)
 - o Pre-Retirement, TSA Basics, WDC Basic Workshop, Maximizing Your Benefits

12 months from retirement:

- Advise employee to request retirement application from ETF (as early as age 54)
- Employee should attend group retirement meeting
 - o UW Madison – www.talent.wisc.edu > Learn About Your Benefits > Pre-Retirement
 - o ETF – www.etf.wi.gov > Upcoming Webinars > Face-to-Face
- Suggest employee meet with a benefits counselor at ETF or UW-Madison
- Note: Without summer service, C-basis employment terminates with the last day of the contracted semester - this means a termination date in early January or late May

2-3 months before retirement:

- Review if employee is enrolled in State Group Health Insurance (SGH).
 - o Sick Leave Credits cannot be certified to ETF unless the employee carries SGH or is covered by a spouse's SGH plan. If not covered, an employee may enroll during the month prior to their retirement date. Contact benefits@ohr.wisc.edu for assistance.
- Expect resignation letter
- Work with employee on earned, unused leave time options, to either
 - o Extend time on payroll (continuing employee insurance, earning additional sick leave), &/or
 - o Pay out leave, which the employee will either receive as taxable income or will have arranged to divert into the TSA 403b &/or WDC 457b
 - Timing is critical. 1-2 months prior to retirement, employee must submit the *Salary Reduction Agreement* for TSA or contact WDC to open and contribute to the account(s).
- If campus ID and email should continue, email RetiredID@ohr.wisc.edu to notify us.
- Before retirement, employee cannot discuss returning to work after retirement.

After retirement:

- Sick leave is certified to ETF by UW-Madison Benefits following employee's final payroll (and final reports of sick leave used and earned)
- If applicable, insurance continuation forms are mailed to employee's home address
- Annuitant cannot discuss, negotiate, or enter into an employment contract with the University during required minimum break (which in most cases is 75 days)

Additional Resources:

UW-Madison Benefits Services' Retirement Page - www.ohr.wisc.edu/benefits/retirement/
ETF's Retirement Page - www.etf.wi.gov > search "how to retire"
UWSA's Sick Leave Estimator - www.wisconsin.edu/ohrwd/benefits/sle/
Sick Leave Credit Conversion Program Brochure - <http://etf.wi.gov/publications/et4132.pdf>