

**WHAT IS A QR CODE AND HOW DO I SCAN IT?**



Throughout the retirement counseling video, you may see QR codes. They are images you scan with your smartphone linking you to information on a website. Follow the guidance below:

**iPhone:** Open the Camera app and hold your device so that the **QR code** appears in the viewfinder in the Camera app. Your device should recognize the **code** and show a notification to open a webpage.

**Android:** Download Google Lens or Photos, then with this app, open it and locate **the QR code** in **your** Gallery. Tap **the** camera lens icon on **the** lower part **of the** screen to open the webpage.

**THE BASICS**

**Q: HOW LONG DO I HAVE TO COMPLETE RETIREMENT COUNSELING?**

**A:** It is recommended that you watch the [retirement counseling video](#) and review the checklist as soon as possible. However, they should be completed no later than one month prior to your retirement date.

**Q: HOW WILL HUMAN RESOURCES (HR) KNOW I HAVE COMPLETED RETIREMENT COUNSELING?**

**A:** Once you review the retirement video and complete the applicable forms, please sign the Retirement Checklist, attesting to completion of the counseling requirements. Required forms can be uploaded to our [HR secure OneDrive](#).

**DCP ACCOUNT**

**Q: HOW DO I ACCESS MY DCP RETIREMENT FUNDS?**

**A:** Contact your DCP vendor ([AIG](#), [Fidelity](#) or [TIAA](#)) directly for information about accessing your account and any rules and regulations regarding withdrawal options.

**Q: WHEN CAN I ACCESS MY DCP RETIREMENT FUNDS?**

**A:** It is important to ensure your department retires your assignment in Oracle timely, as there is a **45-day waiting period** before your retirement account is accessible.

**BENEFIT PLANS**

**Q: WHERE DO I FIND THE COBRA COVERAGE RATES?**

**A:** Monthly COBRA premiums can be found on the [Human Resources](#) website (page 3). As long as you enroll and pay premiums within 60 days of your end date (or date on the form), coverage is retroactive back to the first of the month following the end date of coverage.

**Q: WHEN WILL I RECEIVE COBRA ENROLLMENT INFORMATION?**

**A:** COBRA continuation coverage paperwork will automatically be sent to your home address within 2-3 weeks of your retirement date. If you do not receive your COBRA information, please contact [HR\\_Retirement@colostate.edu](mailto:HR_Retirement@colostate.edu).

**Q: IS COBRA MY ONLY OPTION FOR HEALTH CARE AFTER RETIREMENT?**

**A:** No, you may have other options. You may be eligible for the DCP Green Plan, a spouse/partner's plan or may be interested in reviewing information through the health insurance marketplace (if applicable in the State you reside).

**Q: IF NEEDED, HOW DO I ENROLL IN THE DCP GREEN PLAN?**

**A:** If you are under age 65 and not eligible in Medicare, the [DCP Green Plan](#), a retiree plan with benefits equivalent to the active Green Plan may be available. You must be enrolled in one of the University's medical plans for at least one plan year preceding the date of retirement. Enrollment in COBRA continuation coverage also satisfies the criteria. Contact us at [HR\\_Retirement@colostate.edu](mailto:HR_Retirement@colostate.edu) to enroll.

**Q: HOW DO I CONTINUE MY LIFE INSURANCE POLICY?**

**A:** You will receive a letter with conversion and portability options from The Hartford within 1-2 weeks of your retirement date. Or you may contact them at 800-523-2233 following your retirement date.

**Q. I AM SIGNING UP FOR MEDICARE HOW DO I ASK HR TO COMPLETE THE 'REQUEST FOR EMPLOYMENT' FORM?**

**A.** Form L564-CMS is used to show proof of previous health care coverage. Please request this at [HR\\_Retirement@colostate.edu](mailto:HR_Retirement@colostate.edu) and be sure to omit your social security number from the form before submitting to HR.

**LEAVE AND FINAL PAYCHECK**

**Q: WHEN WILL MY SICK AND ANNUAL LEAVE BE PAID?**

**A:** Accrued and unused sick and annual leave payments owed to an employee at the time of retirement from the University shall be paid in accordance with those established policies, plans and procedures as defined below at the end of the month in which an employee retires.

**Q: HOW DO I CALCULATE MY LEAVE PAYOUT?**

**A:** Upon retirement, eligible employees are paid ¼ of their unused sick leave up to a maximum of 15 days and employees on 12-month appointments to be paid up to 24 days of accrued unused annual leave. The calculation below may be used to calculate either sick and annual.

$$\text{Monthly Salary Rate} \div 173 \text{ Hours} \times 8 \text{ Hours} = \text{Daily Salary Rate}$$

$$\text{Daily Salary Rate} \times [\text{lesser of the maximum days or unused days of leave}] = \text{leave paid upon retirement}$$

**Q: CAN I CONTRIBUTE MY LEAVE PAYOUTS TO A VOLUNTARY RETIREMENT PLAN?**

**A:** Yes. You can contribute leave payouts to your CSU 403(b), 401(k) or 457, as long as you remain under the IRS maximums. A Salary Reduction Form must be submitted to HR by the 10<sup>th</sup> of month in which your retirement is effective for a [403\(b\)](#) and/or [401\(k\)](#) plan. Changes to the [457](#) plan are made through VOYA and must be made by the 25<sup>th</sup> of the previous month, for the next month's contributions.

**DCP REFUND**

**Q. THE DCP MEDICAL SUBSIDY PLAN (DCP REFUND) FORM IS ASKING FOR MY GROUP NUMBER. IS THIS REQUIRED?**

**A:** The group number on the form assists HR in certifying your plan, but it is not mandatory. Please ensure the Plan Name and Monthly Premium(s) is complete. Forms missing information (including a written or certified signature) will be considered incomplete and may delay the processing of your benefit.

**Q. I AM ELIGIBLE FOR THE ENHANCED DCP REFUND, WHEN WILL IT END?**

**A.** The Enhanced DCP Refund will be deposited into your bank account each month for the lesser of five years or age 65. When eligibility of the enhanced amount expires, your normal DCP subsidy amount will apply (based on your years of service).

**R. HOW DO I RETURN MY DCP REFUND FORM?**

**A.** Your completed DCP Refund form and [Retirement Checklist](#) can be uploaded to our [HR secure OneDrive](#). You will receive an automated message if your upload has been received, but you will not receive an email confirmation. We will contact you if your forms are not received or if we need any additional information.

**S. WHEN SHOULD I EXPECT TO RECEIVE THE ANNUAL RE-CERTIFICATION FORM FOR THE DCP REFUND?**

**A.** You will also receive a re-certification notice each year via email that requires completion to continue your enrollment in the plan. This form is generally sent mid-November and due in early December. Instructions on how to return the form will be included in the email.

*These frequently asked questions should not be considered a replacement for the more detailed information set forth in the certificates of coverage or master plan documents at [www.hr.colostate.edu](http://www.hr.colostate.edu). Great care is taken to ensure the accuracy of this information, but in the event of any discrepancies between the information here and other documents, the official documents will govern.*