

### 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, please sign the [Retirement Checklist](#), attesting to completion of the counseling requirements. The Separation Agreement and checklist must have either a physical signature or a certified Adobe signature to be considered valid. Completed forms can be uploaded to our [HR secure OneDrive](#).

### PERA INFORMATION

**Q: WHERE DO I GET THE PERA RETIREMENT PACKET?**

**A:** You may call PERA at 1-800-759-7372 or download the forms from [www.copera.org](http://www.copera.org). If you have a PIN number to access your PERA account, you can apply online. It is recommended you apply 60-90 days prior to your retirement date.

**Q: DOES HR NEED TO SEE ANY OF MY PERA PAPERWORK BEFORE I SUBMIT IT?**

**A:** No. You may submit all of your paperwork directly to PERA.

**Q. WHAT SHOULD I DO IF PERA HAS NOT RECEIVED MY FINAL SIX MONTHS SALARY REPORT?**

**A.** Human Resources will complete and submit your Final Six-Months Salary Report electronically once payroll processes for the month in which your retirement is effective. It is common for it to be the first of the following month before it is received by PERA.

**Q: PERACARE IS ASKING FOR VERIFICATION OF PVIOUS COVERAGE. WHO CAN COMPLETE THIS?**

**A.** Please email us at [HR\\_Retirement@colostate.edu](mailto:HR_Retirement@colostate.edu) and we will complete a 'Certification of Previous Healthcare Coverage' form on your behalf. Please omit your Social Security Number from all forms before sending to HR.

### BENEFIT PLANS

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

**A:** Monthly COBRA premiums for State Classified plans can be found on the [State's website](#). 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 the State's administrator, BusinessSolver at 1-877-725-4545.

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

**A:** No, you may have other options. You may be eligible for [PERACare](#), 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: HOW DO I CONTINUE MY LIFE INSURANCE POLICY?**

**A:** You may contact Securian within 30 days of your retirement date for conversion and portability options. They can be reached at 1-877-828-7728.

**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 [annual and sick leave](#) payments owed to a classified employee at the time of retirement from the University shall be paid in accordance with the established criteria set forth by the State of Colorado Personnel Board Rules. This payment occurs at the end of the month in which an employee retires.

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.

*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 on the [Human Resources](#) or the [State of Colorado](#) website. 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.*