

#### 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 the retirement video is viewed and you have completed [applicable forms](#), sign the Retirement Checklist, attesting to completion of the counseling requirements. Forms can be uploaded to HR's [secure OneDrive](#).

#### PERA INFORMATION

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

**A:** 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.** HR will electronically complete and submit your Final Six-Months Salary Report when payroll processes for the month your retirement is effective, and is often submitted to PERA the first week of the following month.

#### PERACARE & UMBRELLA RX

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

**A.** Please email [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 emailing

**Q: IF I AM ELIGIBLE FOR THE PERACARE SUBSIDY THROUGH CSU, HOW DO I NOTIFY HUMAN RESOURCES OF MY PLAN?**

**A.** If you are eligible for the [CSU PERACare Subsidy](#) and are enrolling following retirement, please email [HR\\_Retirement@colostate.edu](mailto:HR_Retirement@colostate.edu) indicating the elected PERACare plan. This will ensure the subsidy begins the first of the month following your retirement date (or enrollment in PERACare).

**Q. WHAT IS THE UMBRELLA RX PLAN AND HOW DO I ENROLL?**

**A.** If eligible, the Umbrella Rx Plan is designed to provide reimbursement for prescription drugs and is a supplement to the benefits paid under your PERACare Medicare coverage prescription plan. You are eligible for the Umbrella Rx plan if you are enrolled in a qualifying PERA Medicare plan and is fully subsidized by CSU for eligible retirees age 65 and older with 10 or more years of CSU service.

**Q: WHY WOULD I NOT BE ELIGIBLE FOR THE CSU PERACARE SUBSIDY OR THE UMBRELLA RX PLAN?**

**A.** Enrollments in the PERA Medical Subsidy Plan and the Umbrella Rx are restricted to those employees participating in PERA and holding a **faculty or administrative professional**, benefits eligible appointment **on June 30, 2009**, who meet the University's definition of "retirement". Those who were appointed after that date are not eligible.

**Q: IF I AM NOT ELIGIBLE FOR THE CSU PERACARE SUBSIDY, DOES IT IMPACT THE SUBSIDY I RECEIVE FROM PERA?**

**A:** No, you are still eligible for the [subsidy through PERA](#) (based on their plan rules). PERA provides a health care subsidy based on the number of years of PERA service credit on which the retirement benefit is based and the subsidy is applied directly through PERA for your health care premium.

**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 [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 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.

*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.*