Welcome and thank you for joining us today as we present The UC Retirement Process, From Start to Finish. This presentation is intended for those who are close to retiring from UC, or who are planning to retire in the near future, and who want to better understand the process of retirement step-by-step.
In this webinar, we will first start off with a glossary of terms that will be helpful to define and understand as we move through the presentation. We will then talk through:

- the First steps you can take as you prepare to retire
- How to initiate your retirement from UC
- Completing your retirement election
- How to submit required documents needed to process your retirement
- Where you can go to track your retirement election
- Details about your retirement confirmation letter
- Steps to enroll in retiree health benefits, if eligible, and how to coordinate your UC retiree medical benefits with Medicare
- And what to expect once retired

Understanding UC’s retirement process step-by-step will better prepare you for this next chapter in your life and make your retirement a smooth one.
Glossary of terms

Let’s get started and define a few common terms that we will discuss throughout the presentation.
Glossary of terms

**UCRP**
- University of California Retirement Plan
- Provides lifetime monthly income or, if eligible, lump sum cashout once vested (5 or more years)

**RSP**
- Retirement Savings Program
- Defined contribution plans to help save for retirement
  - DC Plan
  - Tax-Deferred 403(b) Plan
  - 457(b) Deferred Compensation Plan

UCRP stands for the University of California Retirement Plan. This is UC’s pension and provides lifetime monthly income options upon retirement. For some, there is also an alternate lump sum cashout option. To be eligible, or vested, for UCRP benefits, you need to have 5 or more years of UCRP service credit. For more information on your UCRP benefits, please visit UCRAYS at Retirementatyourservice.ucop.edu

Under the Retirement Savings Program, or RSP, we offer three defined contribution plans that allow you to save additional money for your retirement. With the DC Plan, you can make voluntary after-tax contributions that you can also have access to at any time, even while employed at UC. You may have also made mandatory pre-tax contributions to the DC Plan during your career depending on your employment classification. Additionally, you can make voluntary pre-tax contributions to either the Tax-deferred 403(b) Plan or the 457(b) Deferred Compensation Plan or both. Your RSP balances will be based on contributions made into the plans and the investment returns. Fidelity is our record-keeper for these plans and you can view your balances or enroll through Fidelity’s website at Netbenefits.com.
Glossary of terms

**Separation Date**

- Last day of employment at the University in a UCRP eligible position (aka termination date)
- Can be a work day, sick/vacation day, leave of absence or weekend

**Retirement Date**

- Effective or start date of UCRP retirement benefits (monthly income or LSC)
- At least one day following your separation date

Your separation date is your last day of employment at the University, otherwise known as a termination date. It can be a working day, a day on vacation or sick leave, or a weekend. It can also be a day where you are on a paid or unpaid leave of absence. Nevertheless, it is the last day of your employment at UC prior to your retirement date.

Your retirement date is the effective date of your UCRP retirement benefits and can be the day immediately following your separation date or anytime other day after you have separated from UC.

The choice of separation date and retirement date will impact the benefit calculation and other benefits you may be eligible to receive from UCRP.
Glossary of terms

**BRI**
- Basic Retirement Income
- Monthly UCRP retirement income based on age, years of service and salary at retirement

**CAP**
- Capital Accumulation Payment
- Special allocations to UCRP members in early 1990s and early 2000s
- Must be paid upon retirement (rollover or distribution)
- Check UCRAYS – Membership details

Basic Retirement Income, or BRI, is the monthly income you will be eligible to receive upon retirement based on your age, years of UCRP service credit, and 3-year average salary. Instead of the BRI, you can elect an alternate payment option which would reduce your BRI to provide lifetime monthly income upon your death or, depending on your tier or member classification, you can elect a lump sum cashout. Either of those benefits will be based on the BRI calculation.

The Capital Accumulation Payment, or CAP, is the result of a series of special allocations provided to active UCRP members in the early 1990s and early 2000s. If you were an active UCRP member during these times, an amount equal to a percentage of your eligible salary would have been deposited into an interest-bearing account. Upon retirement, you must take a taxable distribution of the CAP account or roll the funds over to another qualified plan. If you have a CAP account, you can log on to UCRAYS and view your CAP account balance in the membership details section.
Glossary of terms

**Eligible Survivor**
- Specifically defined by the plan
  - Spouse or domestic partner, one year married or partnered
  - Child under age 18, 22 if in school full time, or disabled
  - Dependent parent(s)

**Contingent Annuitant**
- Elect an alternate payment option to provide lifetime monthly income upon your death
- Can you be your eligible survivor or anyone else
- Can only name one contingent annuitant
- Irrevocable

An eligible survivor is a person, specifically defined by UCRP, who may receive monthly survivor income automatically or who may be eligible to continue health benefits upon your death. The first eligible survivor is a spouse or domestic partner, provided you have been married or partnered for at least one year prior to your retirement date and you must remain married or partnered continuously until your death. The next eligible survivor is a minor child, a child under age 22 if attending school full time, or a disabled child. Finally, the last eligible survivor could be a dependent parent.

A contingent annuitant is a person you name, through an alternate payment option, to receive lifetime monthly income upon your death. If you elect a contingent annuitant option, your income will be reduced depending on your age and the age of the contingent annuitant at retirement, as well as the option you select. Your contingent annuitant can be any person you want, including your eligible survivor, or someone else. You can only name one person as your contingent annuitant and the election of a contingent annuitant at retirement is an irrevocable decision.
Glossary of terms

UC Retirement At Your Service (UCRAYS)

- Review membership details
- Initiate UCRP retirement, disability or service credit purchase
- Update your UCRP beneficiary
- Second Choice Election for Savings Choice participants

Retirement Administration Service Center (RASC)

- System of record for UCRP membership
- Processes UCRP retirement, survivor and disability income benefits
- Enrollment and eligibility for UC retiree medical, dental, and legal
- Contact through Messages on UCRAYS or (800) 888-8267

UCRAYS, or UC Retirement At Your Service, is your online member portal for all things related to UCRP whether you are an active, inactive, or retired member. The website can be found at: https://retirementatyourservice.ucop.edu, or by clicking on the icon from the right hand side of the Ucnet website (ucnet.universityofcalifornia.edu).

In UCRAYS, you can review your membership details, including any service credit in UCRP or Savings Choice as well as your UCRP and CAP account balances. You also prepare UCRP retirement estimates and elect your UC retirement. If you are an active employee, you can also initiate an application for UCRP disability or an eligible UCRP service credit purchase. You would also use UCRAYS to designate or update your UCRP beneficiaries and, if a Savings Choice participant, make a Second Choice Election to switch to Pension Choice.

The Retirement Administration Service Center, or RASC, is a division within Systemwide Human Resources at UCOP responsible for the day-to-day operations of benefits from UCRP and UC’s retiree health plans. The RASC manages the system of record for membership in UCRP and processes the calculation and payments for UCRP retirement, survivor and disability income benefits. The RASC also enrolls eligible retirees, family members and survivors in UC’s retiree medical, dental and legal benefits. If you need to contact the RASC for specific details on your retirement benefits, you can send a Secure Message through UCRAYS or call, Monday to Friday, 8:30 am to 4:30 pm, PT, at 1-800-888-8267.
First steps to retire

Preparation and planning are the most important first steps everyone can take when getting ready to retire. So, let’s discuss a number of ways in which you can get started.
First steps

- Attend other workshops and webinars (myUCretirement.com)
- Review your UCRP estimates and RSP balances
- Talk to a Fidelity Workplace Financial Consultant
- See your projected Social Security benefit
- Find out if you qualify for benefits from previous employers
- Consult with your tax or financial advisor
- Ensure your personal finances are in order

First, take advantage of the many workshops, presentations and webinars that are available to help you understand your benefits and all the things you’ll need to prepare for as you take this important step. You can visit myUCretirement.com to enroll in any of the classes we offer, or those offered by our Fidelity partners.

To be better prepared, you can visit UCRAYS to review your UCRP retirement estimates or model various retirement scenarios including survivor and contingent annuitant options. You should also review your RSP balances at Fidelity’s website, NetBenefits.com.

You can also speak with a Fidelity Workplace Financial Consultant who can help you put all the pieces together, including UCRP, RSP balances, Social Security and other retirement income sources, to ensure you are retirement ready.

If you will be eligible for Social Security benefits, please visit ssa.gov to view your projected Social Security benefits as the income you receive will be dependent upon the age you collect them.

You should also review any other sources of savings and potential retirement income from previous employers.

You might also want to consult with your own tax or financial advisor and ensure your personal finances are in order so that you can take the next step into retirement financially secure.
UC offers two additional retirement planning webinars that you can attend to understand more in depth your UCRP retirement and UC retiree health benefits, and all the options available.

Twice a month, we offer our Preparing for Retirement webinar which discusses, in detail, what is UCRP and how your benefits are calculated, what retirement income options you can elect when you retire including monthly income or, if eligible, a lump sum cashout, how to qualify for UC retiree health benefits and how those benefits coordinate with Medicare, and a brief overview of the retirement process and what to expect when retired. This webinar is held on the 1st Tuesday of the month at 10am and the 2nd Wednesday of the month in the evening at 5:30pm.

We also offer our UC Retiree Health Benefits webinar on the 3rd Wednesday of each month, at 2pm. In this webinar, we discuss in greater detail all the UC health benefits you can receive, if eligible, in retirement, what plans are offered in California and outside, how your UC medical benefits coordinate with Medicare, and address common questions you might be asking as you transition from active employee benefits into retirement.

These webinars, in addition to this one, are designed to build on each other and provide you with all the important information and details you’ll need to make your retirement election decisions and understand how those benefits can support you and your family in retirement. In some cases, it helps to attend these webinars more than once as you’ll always learn something new.
You register and view copies of the presentation on UCNet here:
First step – Initiate your retirement

**Initiate your retirement**

- Initiate your retirement up to three months (90 days) in advance of your retirement date
- Prepare your Personal Retirement Profile (PRP)
- Retirement process takes 60-90 days to complete from start to finish

**Staff employees:** inform your department  
**Academic appointees:** notify Academic Personnel

The first step in the formal process of retiring from UCRP is to initiate your retirement by preparing your Personal Retirement Profile, or PRP. You can initiate your retirement no sooner than 3 months, or 90 days, prior to your anticipated retirement date. For example, if you plan to retire July 1st, you can initiate your retirement no sooner than April 1st. Your PRP will be your planning tool and will include estimates of all your retirement income options from UCRP as well as your eligibility for UC retiree health benefits. You’ll use your PRP to make your retirement election decisions.

The entire process of retirement from start to finish can take 60-90 days, so, we recommend you start early to ensure you have enough time to make an informed decision and your retirement application can be processed in time.

When you elect to retire, you will have to inform your department or, if you are an academic appointee, your local Academic Personnel director that you are retiring. You can do this at the time you initiate your retirement, or you can wait until two weeks before your separation date, whatever time frame works for you. We do not inform your department you are retiring, so, it’s important you take all necessary actions needed to ensure your separation from UC employment is processed in time for your retirement benefits to be paid. If not, your first payment(s) could be delayed.
You can also visit UCnet under the Compensation & Benefits tab for more information on your UC retirement benefits, including summary plan descriptions, factsheets, and benefits summary documents. Search for “Preparing for Retirement” and you’ll find a roadmap that lists all the steps, one by one, of the retirement process and links to important documents.

We recommend you review the Retirement Handbook which has lots of great information and details about all the options and decisions you’ll make when you retire from UC.

You can also find links to our UC RASC webinars, such as the one you are attending today. You can view PDF copies of the webinar presentation itself as well as recorded versions of the presentation, when available.
Initiate Retirement - PRP

Initiating your retirement is the first and most important step in beginning your retirement from UCRP. In this process, which we will go through step-by-step, you will prepare your Personal Retirement Profile, or PRP. You can initiate your PRP no sooner than 90 days, or 3 months, in advance of your retirement date. If it’s less than 90 days, don’t worry, it’s still important to start the process as soon as you have settled on your retirement date. Please note that your retirement date can be no sooner than the first of the current month, provided you are separated from UC employment.
How do I initiate the retirement process?

Log on to UCRAYS and select:
- Retirement > Initiate & Elect Retirement > Create PRP
- Follow the prompts to create and save your Personal Retirement Profile (PRP)

Or

Fill out the Request for Retirement Initiation Packet form: http://ucal.us/retirementform

There are two ways in which you can initiate your retirement:

1) Log on to UCRAYS and select the “Retirement” icon. From there, you can select “Initiate & Elect Retirement” and follow the prompts to create and save your PRP.

If you do not want to use UCRAYS, or you are unable to do so:

2) You can fill out the “Request for Retirement Initiation Packet” form and submit to the RASC and we will prepare your PRP for you.

Now, we will walk through the steps of creating your PRP.
If you are logged in to UCRAYS, this is the screen you will see. On the upper left, you can select “Membership Details” to view your UCRP and CAP balances, review your UCRP service credit, and any UC retiree health and welfare service credit, if applicable. You can also use UCRAYS to manage your contacts, update your beneficiary designations and, if you are an active employee, apply for UCRP disability income or elect an eligible UCRP service credit purchase.

When you are ready to retire, or if you want to view or prepare a retirement estimate, click on “Retirement”.

From this screen, you can create and/or view UCRP retirement estimates. You'll also be given three estimates of monthly retirement income based on three different ages and, if eligible, the lump sum cashout amounts.

When you are ready to initiate your retirement, select “Initiate & Elect UCRP Retirement”.
Before you get started, please note all the detail information above which includes links to the Retirement Handbook, to UCnet for our retirement webinars, as well as contact information if you have further questions.

If you have created a PRP previously, you can view that PRP if it has not expired. PRPs will expire 90 days after the selected retirement date.

To start, select “Create a New PRP”.

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UCRAYS – Create a New PRP

Initiate & Elect UCRP Retirement

Congratulations on your decision to initiate your retirement from the University of California Retirement Plan (UCRP). Retiring is a very important and personal decision and this tool will walk you through the process.

Before you get started, we recommend you attend one of the Pre-retirement Seminars or webinars put on by the Retirement Administration Service Center (RASC).

The first step of the retirement process is to complete your Personal Retirement Profile, or PRP. Your PRP is intended to help you make decisions about your UCRP retirement benefits. The tool is an online form that will capture your personal information and instruct you on how to calculate your benefits.

We recommend that you review your PRP as well as the Retirement Handbook, thoroughly in order to understand all your retirement benefits options. You may wish to discuss your options with a Certified Financial Planner.

Important note: Initiating your retirement and receiving a PRP is not the final step in the retirement process. When you are ready to proceed with retirement, you will need to do the following:

1. Log on to UCRAYS and complete the Retirement Election.
2. Contact the RASC at 1-800-881-0367 (in USA) or 1-510-987-0200 (from outside the USA).

The RASC must receive your signed retirement election form and any required documentation no later than 90 days after your intended retirement date. After 90 days, you must elect a new retirement.

Important note: Your election will not be effective if your signed election form is received by the RASC after your death.

If you have service with the California Public Employees’ Retirement System (CalPERS) or the California State Teachers’ Retirement System (CalSTRS), you will need to take action to apply for retirement. If you retire from CalPERS and CalSTRS on the same date, you may reach CalPERS by phone at 1-888-225-7377, or online at www.calpers.ca.gov. You may reach CalSTRS by phone at 1-800-822-7937, or online at www.calstrs.com. You may reach CalSTRS by phone at 1-800-822-7937, or online at www.calstrs.com.
There are several steps in the process of creating your PRP and the wizard on UCRAYS will walk you through each one. Please note that not all steps will be available to all members if, for example, you aren’t eligible for UC retiree health benefits. You can also skip passed some steps that don’t apply to you.

To move forward, select “Create PRP”.
Step one will provide you with a summary of your membership details that will be used as the basis of the calculation of estimated benefits you will be eligible to receive, as well as any projections of service and salary to your planned separation date. If you want to view your membership information in more detail, you will have to select Cancel and select “Membership Details” from the left hand “My Account” menu on the UCRAYS home page.

To continue, select “Next”. 
On this screen, you will enter your UCRP retirement date and your UC separation date. There is a guide “here” that provides you with important information on things to consider when selecting your retirement and separation dates. Your retirement date must be at least one day following your separation date, but, it can be later. For example, many of our 1976 tier and Safety members will select a separation date of June 29 and a retirement date of July 1 to have a one business day break in service and take advantage of the Inactive HAPC COLA. For more information, please review the Retirement Handbook or attend our Preparing for Retirement webinar.

If you have reciprocity with the California Public Employees’ Retirement System (CalPERS) or the California State Teachers’ Retirement System (CalSTRS) and want to have that information included in your UCRP retirement, click on the checkbox at the bottom.

Once you have entered the necessary information, select “Next”.
Here you will be able to view the current address we have on file for you. If you are an active employee at UC and need to update your address, you will need to go to UCPATH and make changes there.

If you are an inactive member, you can update your address through UCRAYS.

If you plan to move after retirement, don’t worry, you will have the opportunity to provide us with your new address details in the retirement election process.

Click on “Next” when you are ready.
If you have a spouse or domestic partner, you will need to enter their information on the next screen. If they are already one of your contacts, such as a beneficiary or health dependent, then you select them from the “Existing Contact” drop down menu. You may still need to add additional details such as marriage date or domestic partnership date and address. This information is necessary to calculate benefits that they might be eligible to receive upon your death. If you elect to retire, they will also need to sign your retirement election.

If they are not an existing contact, you can also enter their details directly into the screen.

If you are not married, or do not have a domestic partner, then you can check the box at the top. Once you have completed this step, you select “Next” at the bottom of the screen.
On this screen, you can enter information on any additional survivors which would include a child who is under age 18, under age 22 if attending school full time, or is disabled, or any dependent parents for whom you provide 50% or more financial support. You can, again, select them from existing contact list or provide their information brand new. You can also remove any ineligible survivors from this screen, if listed, or if you make a mistake.

Select “Next” when you are done.
You can also enter a Contingent Annuitant, who is a person that you name to receive lifetime monthly income from UCRP upon your death. You can select your Contingent Annuitant from an existing contact or enter their information new.

Please note that any contingent annuitant included is only used to prepare the estimates for the various alternate payment options you can elect when you retire. By entering a contingent annuitant here, you are not obligated to elect an alternate payment option with that contingent annuitant when you retire. In fact, you can create more than one PRP with a different contingent annuitant. For example, you might want to compare options with your spouse as contingent annuitant versus an adult child.

When you elect your retirement option, however, you can only select one person as contingent annuitant.

If you do not wish to view any contingent annuitant options, you can check the box at the top. Select “Next” when you are done.
If you are potentially eligible for UC retiree health and welfare benefits in retirement, the next step in creating your PRP will be to review your current insurance details, including the UC medical, dental and/or legal plans in which you are enrolled as an employee. If you have family members enrolled with you, their information will also be displayed here.

There are several requirements to meet to be eligible for UC retiree health benefits. Most importantly, your UC retirement date must be within 120 days of your UC separation date and you cannot elect a lump sum cashout. For more specifics on UC’s eligibility rules for retiree health benefits, please review the Retirement Handbook.

If everything looks good, select “Next” to continue.
Here you can view all the details you entered to prepare your PRP. If you would like to go back and review a particular section, or if you need to make a change, you can click of the hyperlink to go back to that section.

If you are ready to create your PRP, click on the “I agree...” checkbox and select “Create PRP”.
Once your PRP is created, you will be able to view it right away on the UCRA ys screen. Your PRP will include the calculation of the options that you will be able to select when you retire, including the amounts potentially payable to your eligible survivors and/or contingent annuitant. You can also view your UC retiree health plan options, if eligible, including your cost for your medical, dental and/or legal premiums. You can come back and view your PRP at anytime and you can also send a copy of your PRP to your UCRA ys message inbox, print a copy to PDF or print on your local printer. If you do not elect to retire, your PRP will expire 90 days of your selected retirement date.

Please note that you may receive reminder notifications that you have a retirement in progress until you either complete your retirement election, or cancel your PRP if you decide not to retire.
Personal Retirement Profile

• Additional review by the RASC may be needed
• Usually resolved within 5-7 business days

Though not common, in some special circumstances, an additional review is required by the RASC before we can prepare your PRP. If so, instead of seeing your PRP, you will receive this message informing you of the delay. The RASC will review your PRP and address or resolve any issues that may be needed within 5-7 business days, if not sooner. Once the review is complete, your PRP will be created and a message will be sent to your UCRAYS message box. You will also receive an email to your work or personal email address on file once your PRP is ready to view. You can log back on to UCRAYS and view your PRP in the Retirement section.
If you are unable to prepare your PRP through UCRAYS, you can complete the “Request for Retirement Initiation Packet” form and submit it to the RASC and we will prepare your PRP for you. This form gathers all the same information needed to prepare your PRP that you would have needed to enter into UCRAYS.

Once your PRP is prepared, you will receive an email to your work or personal email address on file alerting you to log into UCRAYS to view your PRP which will be available in the “Retirement” section.
Next step - Review your Personal Retirement Profile

- Review the retirement options in your PRP
- Read the Retirement Handbook
- Contact the Retirement Administration Service Center (RASC) for questions regarding your retirement options
- Complete your retirement election on UCRAYS or via your Election Planning Worksheet

As we mentioned earlier, your PRP is your planning tool to help you make your retirement election decisions. Your next step is to review your PRP and the different options available to you. For more details and to better understand your choices, we encourage you to review the Retirement Handbook which is linked in UCRAYS or available on UCNet. If you have specific questions that can’t be answered in your PRP or the Retirement Handbook, you can contact the RASC for questions via secure message or phone. You can also make an appointment to speak with a Fidelity Workplace Financial Consultant to review not only your PRP but all other sources of retirement income.

If you are married or have a domestic partner, you should review your PRP with them as your election decisions impact benefits they could be eligible to receive upon your death. You can also consult other family members and/or your tax or financial advisor.

If you don’t wish to proceed with retirement, you can either cancel your PRP or it will expire 90 days after the retirement date you entered. Please note that if you do not make a retirement election within 90 days of your retirement date, your retirement will be cancelled automatically, and you will need to start over again with a new retirement that is no sooner than first of the month in which you initiate a new PRP.

If you want to proceed with your retirement and have decided on your income options, your next step will be to prepare your retirement election on UCRAYS for signature. Alternately, you can complete and submit the Election Planning Worksheet to the RASC who can prepare your election form for you.
Now that you are ready to formally elect your UCRP retirement, let’s walk through the steps you’ll need to take to make your retirement election decisions and sign your election form.
How do I elect my UC retirement?

Log on to UCRAYS and select:

- Retirement > Initiate & Elect Retirement
- View PRP/Elect Retirement
- Follow the prompts to prepare and sign your retirement election

Or

Complete and submit an Election Planning Worksheet

- RASC will prepare your election form for signature

To initiate your retirement election, please log on to UCRAYS and select “Retirement” and then “Initiate & Elect Retirement”. From this screen, you’ll be able to view any active PRP(s) that been prepared. If you have more than one active PRP and are ready to elect retirement, be sure to select the correct one when electing retirement. You’ll follow a series of prompts to provide your election instructions and prepare your retirement election form for signature.

If you do not wish to go through UCRAYS, or unable to do so, you can complete and submit an Election Planning Worksheet so the RASC can prepare the election form for you.

Let’s walk through the steps of your UCRP retirement election one by one.
From the “Initiate & Elect UCRP Retirement” screen, you can view any active PRPs that you or the RASC have prepared. To view your PRP or to initiate your retirement election, click on the checkbox and select “View PRP/Elect Retirement”. Note there are links to additional resources available to find out more information regarding your retirement election options or to speak with someone in more detail about your specific situation.

If you have more than one PRP, be sure to select the correct PRP before initiating your retirement election. For example, if you have two PRPs, one with your spouse as contingent annuitant and one with your child, be sure to select the correct one.

On the Personal Retirement Profile screen, you can click on the yellow banners to expand the section and view the specific information about your PRP, including the retirement and separation dates, survivor or contingent annuitant details, and your estimated retirement income options. You can also send a copy of your PRP to your UCRAYS inbox or print a copy for your review.

If you are ready to proceed, select “Elect UCRP Retirement”. 
To complete your UCRP retirement election, you will be walked through a series of screens to provide the details of your selected payment options. Please note that not all steps presented here will apply to every member’s retirement election and will be skipped if they don’t apply to you.

To move to step one, select “Elect UCRP Retirement”. 
The first step in your retirement election is to select your payment option(s). You’ll see that your elected Retirement Date and Separation Date are visible. Before you proceed, please ensure these are correct. If not, you will need to Cancel and return to the Initiate & Elect Retirement screen and select a different existing PRP or prepare a new one.

In general, you can only select one payment option when you retire: monthly income or, if you are eligible, the lump sum cashout. If you are selecting a monthly income option, you can choose the “BRI”, or basic retirement income option, or one of the alternate payment options A through D to provide for a contingent annuitant benefit. Please note that Option D is only available to those who are 1976 Tier members, coordinated with Social Security and whose eligible spouse or domestic partner is also their contingent annuitant.

If you are a multi-tier member, you must select an option for each tier, or Benefit Type, separately. In general, though, you must select the same option for each Benefit Type. For example, if you have service in both the 1976 Tier and 2013 Tier and want to elect Option A, you must select Option A for both the 1976 Tier and the 2013 Tier Benefit Types.

If you are a 1976 Tier coordinated member and select Option D and have service in another tier, you must select Option C for all other Benefit Types available since Option D is not available. Multi-tier members who elect the Lumpsum Cashout for service in the 1976 Tier, Safety, or Modified 2013 Tier, and who have service in the 2013 or 2016 Tier where the lumpsum cashout option is not available, may choose any of the monthly income options (BRI, Options A-C) for the service in the 2013 or 2016 tier.
Once you have selected your payment option(s), select “Next” to move to the following screen.
Here you must select the payment address for your UC retirement income payment(s). If we have an existing “Home” address, it will be listed on the screen. You may also add a separate “Mailing Address” if it is different than your home address, such as a P.O. Box, and/or you can add a “Temporary Address” if you will be living somewhere else on a short-term basis after you retire. If you need to make changes to any of the addresses listed, click on the hyperlink under Address Type.

Once you have saved and confirmed your address(es), you must select one as your “Payment Address”. This will be the primary address associated to your retirement income payments, even if you select a direct deposit option. This address will be maintained and used to mail any paper checks, benefit income statements or 1099R tax forms.

To keep you connected with the UC community after retirement, you check on the “I consent...” checkbox and be connected to your local Emeriti or Retiree association or center. These centers and organizations provide a lot of great resources for UC retirees, offering local programs and ways to access campus services such as libraries and email. If you do not wish to share your personal email address with your local retirement center or association, then do not select the check box or include your email address.

When you are ready, select “Next”.
Elect Retirement – Survivor / Contingent Annuitant

- Verify your Eligible Survivor and/or Contingent Annuitant, if applicable
- If you wish to change your Eligible Survivor and/or Contingent Annuitant, you must cancel your election and create a new PRP

If you have an Eligible Survivor and/or Contingent Annuitant and elected an option that provides for a benefit to them, you can review their details here. Note that if you are a 1976 Tier or Safety member and elected the BRI option, your Eligible Survivor(s) can still be eligible for the post retirement survivor continuance benefit.

From this screen, you cannot make any changes to your survivor and/or contingent annuitant. If you need to make a change, such as selecting a different contingent annuitant, you must Cancel your retirement election and return to the Initiate & Elect Retirement screen to select a different existing PRP or prepare a new one.

If everything looks good, you can select “Next” to proceed to the following screen.
Elect Retirement – Direct Deposit and Taxes

You may add up to 3 separate bank accounts
Enter tax withholding

Whether you chose a monthly income option, or a lump sum cashout, you must provide your payment and tax withholding instructions for your initial payment(s).

For any monthly payment, you may elect to “Add Bank Account” to have your funds automatically deposited into your bank account. If you are an active employee and have an existing bank account with UCPATH, you will be able to select that bank account or you can enter the routing number and account number of a new bank. You may elect to split your direct deposit, by percentage, up to three different bank accounts. Please note that you must select a US based bank with an ACH (Automated Clearing House) routing number even if you plan to live outside of the US after retirement.

If you do not want to sign up for direct deposit, you can select the check box to have a paper check mailed to you.

As most, if not all, of your UCRP retirement income will be taxable, you must elect your tax withholding. You can elect “Do Not Withhold” provided you are living within the US, or you can select to withhold Federal and California State taxes based on the Tax Table Allowances, or a Percentage. You can also select an additional amount to be withheld after the standard tax withholding amount. If you are going to be living outside of California, we cannot withhold taxes from another state. We recommend you speak with your tax advisor on whether you should withhold California state income tax or not.

If you will be residing outside of the United States and will be a tax resident of a foreign
country, UCRP will withhold taxes based on the Tax Treaty between the US and that country.

Please note that you can update your direct deposit and tax withholding options anytime after you receive your first payment through UCRAYS.
If you are electing a lump sum cashout (LSC) or have a CAP account, you will also need to provide your election instructions on how these benefits are paid out. For more information on the tax implications of taking a one-time distribution, please review the Special Tax Notice for UC Retirement Plan Distributions and speak with a tax advisor.

If you elect to have an LSC or CAP account payment distributed to you directly, the gross payment amount will be included in your taxable income for the year and you will be responsible for any tax liability on that income. If you want to defer the taxable income, you can select an option to rollover ALL or a PORTION of the LSC and CAP account to another qualified plan such as any of the three UC RSP Plans, to another qualified employer plan, or to a traditional IRA. You can also roll your funds into a RothIRA, but, this is still a taxable distribution and you will have the option to elect federal and/or California state income tax from being withheld.

If you elect to rollover to a UC RSP plan, you must select which plan (403(b), 457(b) or DC Plan) and your payment, once processed, will be rolled over automatically. If you want to roll your funds to another employer plan or IRA, please provide the name of the plan as the check will be payable. Your rollover check, made payable to the other plan, for benefit of (FBO) you, will be mailed to your payment address. It will be your responsibility to deposit the rollover to the other entity within 60 days.

If you are rolling over to a non-RSP plan, please be sure to contact your other plan to ensure you have the right plan name so your rollover check is issued to them correctly. If
UC ends up having to reissue the payment because it is not accepted by your other plan, there will be no additional interest or earnings on those funds in the interim.

For any portion of your LSC or CAP account payment that is not rolled over, UC must withhold 20% federal income tax. You can select whether you want 2% California state income tax to be withheld from your payment or not. If you will be residing outside of the United States and will be a tax resident of a foreign country or if you have any other special tax withholding instructions, instead of using UCRAYS, you can complete and submit the Election Planning Worksheet to the RASC who can prepare and send your retirement election form.

Select “Next” to proceed.
If you will be potentially eligible for UC retiree medical, dental, or legal benefits, you can view those details here and elect to “Continue” benefits into retirement, “Suspend” medical or dental benefits if you will have other coverage, or “Cancel” legal benefits. If you are eligible and want to enroll in retiree vision or AD&D benefits through UC, and/or continue pet insurance benefits, you can do so by enrolling and paying premiums directly to the insurance carriers. Please see UCnet for more information.

Be sure to review the covered family members, if any, listed on the screen. If your covered family members are not listed, you may need to Cancel your retirement election and elect retirement on a separate or new PRP to ensure their benefits continue into your retirement as well.

Please note that your retirement election is not a guarantee of eligibility for UC retiree health benefits. In general, you must retire from UCRP within 120 days of your UC separation date and elect a monthly retirement income option. You forfeit eligibility if you elect a lump sum cashout. You must also meet service credit requirements which are subject to review and verification by the RASC.

If you, or any covered family members, are over age 65 as of your retirement date, or will be age 65 within 3 months, the RASC will send you a Medicare packet. This will include forms to take to Social Security to enroll in Medicare, if eligible, as well as the forms needed to coordinate your Medicare with your UC medical benefits. If you, or your covered family member, are not eligible for Medicare Part A for free, you will need to provide proof...
of that from Social Security. More information on this process will be provided later in the presentation.

When you are finished reviewing any insurance enrollments, please select “Next”.
As part of the review and processing of your retirement, UC requires certain documents to verify details such as your marriage or partnership dates, or the age of your contingent annuitant or eligible child.

To help speed along the processing of your retirement, you can upload copies of these documents in the UCRAYS Retirement Election tool. To do so, select the required document from the “Document Type” drop down, and click on “Choose File” to find the relevant document on your device.

It is important to note that there are various documents that can be used as acceptable evidence. Click on the “here” link heighted on the screen for a complete list of acceptable documents. As example, a copy of your marriage certificate requires a seal from the jurisdiction in which it was certified. Ceremonial certificates, even if signed by witnesses and/or the individual who officiated the ceremony, are not acceptable.
Once you have successfully uploaded your required document(s), you will receive a pop up notification. Click “OK” and you view the uploaded document. If you made a mistake, you can click on the “X” to remove it.

If you do not have the required documents available, please make a note of what documents are still needed and we will show you how to upload those separately. Any delay in returning required documents will delay the processing of your retirement election.

Click on “Next” to move forward.
On this screen, you will be able to review all the elections you made, including the payment option(s), payment details, direct deposit, tax withholding, and retiree insurance enrollments, if applicable. To go back, or make changes, click on the hyperlink to that section. Some changes, such as choosing a different contingent annuitant, will require you to Cancel your election and elect on a new PRP.

If you would like to sign your retirement election electronically, select the checkbox to do so. If you have a spouse or domestic partner, they must also sign your retirement election. They can do so physically, or they can also sign electronically provided that you include their personal email address. We will send them a separate notification and instructions on how to sign.

When you are ready to proceed with your retirement election instructions, please select the “I agree...” checkbox and click on “Initiate My Retirement Election”.
It is important to note that you are NOT DONE. Once you have submitted your retirement election instructions, your retirement election form will be prepared electronically and sent to your “Messages” box on UCRAYS. If you don’t see your election form immediately, please be patient and refresh after a minute or two. If you submitted an Election Planning Worksheet to the RASC to prepare your retirement election, you will receive an email notification to your work and/or personal email address on file alerting you that action is now required to sign your election form.

Once your election form is ready for your signature, you will see one message with either your “Monthly Retirement Income Election Form” or “Lump Sum Cashout Election Form”. If you elected to sign electronically, there will be a separate message link to sign your retirement election form.

You MUST sign and submit your retirement election form in order to elect retirement. If you delay signing your election, your first retirement payment(s) may also be delayed. If you do not sign and submit your retirement election to the RASC within 90 days of your retirement date, your retirement election will expire and you will have to select a new retirement date, no sooner than the first of the month in which you re-initiate your PRP and retirement election.
Please review your retirement election form to ensure everything is correct. Your retirement election form will include your retirement and separation dates, the payment option(s) you selected, any eligible survivors and/or contingent annuitant you have, your direct deposit and tax withholding instructions as well as your eligibility to continue or suspend UC retiree medical, dental and/or legal benefits.

Once you have reviewed your retirement election form and if you are ready to proceed, please sign and submit your retirement election, electronically, agreeing to the terms and conditions of retiring from UCRP. You can alternately print your retirement election form and sign and submit to the RASC separately.
Your spouse or domestic partner also must review and sign your retirement election form, agreeing to the terms of your retirement election and acknowledging the impact of those decisions on any benefits they may, or may not, receive upon your death.

If you provided their personal email address during the retirement election process, your spouse or domestic partner will receive a separate email with instructions and a link to sign into UCRAYS to view and sign your retirement election. To sign your retirement election form, they must click on the “I Agree” button and follow the prompts. Your spouse or partner can alternatively sign your physical retirement election form as well.
If you cannot use UCRAYS to complete your retirement election, or do not wish to, you can complete and submit either the Monthly Retirement Income or Lump Sum Cashout Election Worksheet to the RASC to have your retirement election form prepared for your signature.

You must include your retirement date, separation date, all the payment option details you want, your survivor and contingent annuitant information, and your enrollment in retiree insurance, if applicable. Please allow 2-3 weeks for the RASC to prepare your retirement election. Once completed, a copy of your retirement election will be sent to UCRAYS and you will receive an email notification that further action is required to sign.
Next step – Submitting your election documentation

On the home screen left menu, select “Upload Documentation.”

Select the “Process” dropdown and choose “UCRP Retirement Election”

Use “Browse” to select the appropriate documentation from your device; repeat as many times as necessary.

The “Submit” button will only display when at least one document is uploaded.

If you didn’t submit the required documentation needed to process your retirement, including your signed retirement election form and/or your marriage or contingent annuitant birth evidence, you can still do so through UCRAYS.

When you log in to UCRAYS and if there is a process in progress that is missing required documentation, you will see “Upload Documentation” as a menu option on the lefthand side. Click on this link and you will be taken to the “Upload Required Documentation” screen.

To upload your required documents, please do the following:

- First, you’ll need to select the process for which you are uploading documents. For example: “UCRP Retirement Election”.
- Choose the required document from the “Document Type” drop down menu and select “Choose File” to find the relevant document on your device,
- Upload the document,
- Repeat for each required document.
- Select “Submit” to upload the document(s) once you have completed upload the documents.
Submitting your election documentation cont.

You’ll receive a confirmation that the uploaded documents have been submitted.

Once all documents have been submitted, the Upload Documents feature is no longer displayed in the left column.

Once you have successfully uploaded your required document(s), you will receive a pop up notification confirming it was successfully uploaded and the “Upload Documentation” will no longer be visible on the UCRAYS menu options.
Required Documents

- **Signed election form:** UC member, spouse or domestic partner
- Along with your signed election form the following **required documents** are needed (if applicable):
  - **Married** - Marriage certificate
  - **Domestic partnership:** Domestic partner documentation
  - **Contingent annuitant:** Birth evidence will be required
  - **Eligible children:** birth evidence, enrollment in school full time
- Please see the **Retirement Handbook** for a list of acceptable documents

✓ **Copies are acceptable**

As mentioned earlier, when you are completing your retirement election and uploading your required documents, there is link on the screen which provides a list of acceptable evidence for each document type. You can also find a description in the Retirement Handbook. Even if you aren’t sure if you want to retire or not, it is a good idea to have these documents available for when you are ready. Even if you submit your signed election, if there are required documents missing, the RASC cannot proceed with processing your retirement and your retirement payment(s) may be delayed.

The types of required documents will depend on the retirement options you selected. First and foremost, to elect UC retirement you must sign and submit your retirement election form. If you are married or have a domestic partner, they must also sign your election form regardless of the option selected.

If you are married or have a domestic partner and electing a monthly payment option, you’ll need to provide marriage evidence, such as a marriage certificate or copies of your tax returns showing married, filed jointly if signed at least one year prior to retirement. Examples of acceptable domestic partnership evidence include registration filed with and approved by the State of California or other jurisdiction, the UBEN 250 Domestic Partnership Declaration form with two pieces of evidence showing financial interdependence, or proof of completion of UC’s Family Member Eligibility Verification (FMEV) with a domestic partner health dependent.

If you are naming a contingent annuitant, we will need their birth evidence which could
include a birth certificate, passport, or naturalization certificate.

For eligible children, birth evidence is also required along with proof of full time student enrollment if over age 18 and under age 22. If your eligible child became disabled prior to age 18, or 22 if in school full time, we will need their disability date and the RASC will reach out to you with further details on completing the verification process once your retirement is complete.

There is a separate process for certifying disabled children over the age of 26 for health benefits. This is handled through your medical plan directly and proof of eligibility will be reported to UCPATH (if active) or the RASC (if retired). Please contact your medical insurance carrier for more information.

For more information on the various forms of acceptable birth evidence, and what is not acceptable, please review the Retirement Handbook and the links on UCRAYS.

Also note we do not need your original copies of these documents; photo or scanned copies are acceptable.
Final steps (you’re almost done!)

RASC receives your retirement election documents and will do a final review of your retirement

Once your retirement has been finalized, you will receive a confirmation letter about 45 days

Please note - Change/cancel your election – You will have up until your retirement date or 15 days after the date in which your confirmation letter was sent, whichever is later

Once your signed retirement election, and all required documents, are received by the RASC, we review your required documentation, verify all your service and salary details that go into your retirement calculation, and ensure all your payment details are set up for payment. If there is missing information, such as acceptable documentation, or we need additional payroll information to verify your retirement calculation, the RASC will reach out to you or your location.

Generally speaking, it will take approximately 45 days to process your retirement and set up your initial payment(s). It is for this reason we encourage you to initiate and complete your retirement election as soon as possible. If there are any additional complications, such as the need to verify reciprocal or concurrent retirement information from CalPERS or CalSTRS, or if there is an unresolved divorce situation, there could be additional time required.

When your retirement application has been processed, you will be sent your retirement confirmation letter which will provide you all the details of your retirement election, the final calculation of your retirement income and eligibility for retiree insurance, if applicable. You will have until your retirement date, or 15 days from the date of your retirement confirmation letter, whichever is later, to cancel or change any of your retirement elections. This date will be printed on your retirement election and, once passed, your retirement election is irrevocable and cannot be changed or cancelled.
UCRAYS tracking feature

**Understanding the steps in your retirement process**

- As you complete the steps necessary to retire, the progress tracker will show you where you are in the process.
- When you click on “Retirement Process Glossary” each stage, including any actions you need to take.

You can log in to UCRAYS and track the process of your retirement application at any time in the process. From the tracker screen, you can click on the “Retirement Progress Glossary” link to understand more information on what occurs at each step and the approximate processing time, if applicable.

The tracker includes the steps that you are involved in, such as the creation, preparation and review of your PRP or the initiation, signing, and submitting of your retirement election and required documents, as well as the internal steps within the RASC who is verifying your signature and documentation, reviewing all the service and salary details that go into your retirement calculation, and sending out your retirement confirmation letter once your retirement election has been processed. Use this as your guide through the retirement process.
Your Confirmation letter will include:

- Your retirement date and separation date
- The retirement option you chose
- The last day to make any changes or to cancel your retirement
- Your elected tax withholdings, direct deposit information and the anticipated date of your first payment

Once your retirement is complete, you will receive your retirement confirmation letter which will include the following details:

- the date you elected to retire from UCRP (retirement date) and your last day of UC employment (separation date),
- the retirement income option you selected, whether you chose the BRI, an alternate payment option to contingent annuitant, or lump sum cashout,
- your irrevocable date, the last day you can make any changes to your retirement election or to cancel,
- and any direct deposit, rollover and/or tax withholding options you selected.

Please note if you elected monthly retirement income, you can update your direct deposit and/or tax withholding instructions after retirement on UCRAVS.
Your Confirmation letter continued:

• Payments of benefits upon death include amount(s) and eligible survivors/contingent annuitant
• Capital Accumulation Payment (CAP)
• Your calculation details which include your HAPC, age factor and UCRP service credit
• Retiree health benefits if applicable including current plans and covered family members

In addition, your retirement confirmation letter will provide details on any death payments including the basic death benefit, post retirement survivor continuance to any eligible survivors or option payment to your contingent annuitant, if selected.

If you have a CAP account, your letter will also confirm the payment details, whether you elected to roll it over, paid to you as a taxable distribution, or both.

All the details that went into the final calculation of your retirement income including your HAPC, age factor and UCRP service credit will be provided in your confirmation letter along with your eligibility for UC retiree medical, dental and legal benefits.
Now that we’ve covered the process and steps for electing your UCRP retirement, let’s talk about the transition from UC employee benefits to retirement, for those eligible, and how your UC medical plan will coordinate with Medicare.

[For reference only, this is not included in the spoken webinar]
In order to be eligible for retiree health and welfare benefits, a member must be:

- Enrolled, or eligible to be enrolled, in UC-sponsored health coverage at the time of retirement.
- In most cases, have at least 10 years of retiree health service credit.
- Elect to receive monthly retirement income (retiree health is forfeited if a lump sum cashout was forfeited).
- Retirement date within 120 days of their UC separation date.
- Maintain continuous coverage from the date UC employee coverage, or eligibility for coverage, ends until retiree coverage begins.

If a member returned to UC employment after a break in service, regardless of their age and years of service, they must work at least 12 months in a UCRP eligible position to qualify for retiree health benefits in retirement. This is not required if previously retired from UCRP and eligible for retiree health benefits during their prior retirement.
The transition into retiree medical, dental and legal benefits occur as part of the retirement process. Your premiums, if any, will be deducted from your monthly retirement check.

To ensure a seamless transition into retirement, it is often a good idea to fill critical prescriptions and make any necessary medical appointments prior to your retirement in case any issues should arise. Upon retirement, you will be in a new retiree medical group and will receive new medical plan cards.

Please note if you or any of your covered family members will be age 65 or older upon retirement, as part of the retirement process, you will receive a Medicare packet from the RASC. If eligible for Medicare Part A for free, you must enroll in Medicare Part B through Social Security. Once enrolled, you will need to complete the necessary forms to coordinate your Medicare benefits with your UC medical plan.
Other benefits

**Enrollment in retiree vision, AD&D and pet insurance**
- You will complete your enrollment with VSP and Prudential
- Visit Nationwide for pet insurance at [http://petinsurance.com/uc/](http://petinsurance.com/uc/)

**Homeowners/renters/auto insurance**
- Premiums paid directly to California Casualty

**COBRA Notification**
- When your employee benefits end, you will automatically receive a COBRA packet in the mail
- If you are eligible for retiree health benefits or otherwise do not need COBRA continuation coverage, you can disregard

If you are enrolled in the vision service plan and/or accidental death and dismemberment (AD&D) as an employee, you may continue that coverage when you retire. As a retiree, you pay the entire premium for vision and AD&D coverage directly to the carrier. If you have enrolled, or wish to enroll, your pets in insurance, you may do so by contacting Nationwide and enrolling directly.

If you have homeowners, renters, or automobile insurance through California Casualty, you may continue coverage by paying the full premium directly to the insurance carrier. Contact the individual carriers directly for cost information and/or conversion options.

If you are enrolled in employee benefits through UC and you separate from UC employment, you will be sent a packet to continue coverage through COBRA by paying 100% or more of the full premium. Generally, COBRA continuation is for 18 months, but, can be extended an additional 18 months at a higher cost.

If you are not eligible for UC retiree health benefits when you retire, you can continue your employee benefits through COBRA. However, if you are eligible for retiree health benefits, you do not need to enroll in the COBRA continuation and can disregard the COBRA packet. You may also receive notification from your medical carrier that your employee benefits will end, but don’t worry. You will receive a new card for your retiree medical plan if enrolled.
Benefits that end at retirement

Life Insurance & Supplemental Health
• Conversion or portability options may be available

Health FSA
• End on last day of last month you contributed

UC and employee paid disability
• End on last day of work

Several benefits that you may be enrolled in as an employee will end when you separate and retire.

There is no retiree group policy for life insurance or supplement health benefits. These plans do offer conversion or portability options, which may allow you to enroll in an individual policy. Please contact the carrier for more information on premiums.

Your Health Flexible Spending Account, if you have one, ends at the end of the month following your last contribution. That means you may be reimbursed for expenses incurred through the date coverage ends. You have the option of continuing the Health FSA through COBRA until the end of the calendar year in which you retire.

Your employee disability insurance ends on your last day of employment.

See the Retirement Handbook for more details about these plans.
Medicare packet: Request for Employment CMS L564?

Retirement allows you to apply for Medicare during a Special Enrollment Period (SEP):

- You must have or had group health plan coverage within the last 8 months through your or your spouse’s current employment
- RASC completes the Employer Section B on the CMS L564 form and mails the form after they’ve received your Signed Retirement Election
- You and/or your enrolled family members submit the form to Social Security to enroll in Medicare

What is the Request for Employment CMS L564 form?

Those folks who are 65 and older and are retiring, are given a Special Enrollment Period at the time of retirement to enroll in Medicare Part B without penalty.

To be eligible for a Special Enrollment Period, you must demonstrate that you had group health plan coverage through your employer or your spouse’s current employer.

RASC will complete Employer Section B of the CMS L564 form and mail you the form after they’ve received your Signed Election Notice. Once you have the form you and any family members over 65 each need to complete the CMS L564 form and take it to Social Security to enroll in Medicare Part B.
What are the UC Medicare forms?

Throughout the presentation we talked about the UC Medicare plans and what happens when you and/or a family member transitions to Medicare.

As soon as you’ve enrolled in Medicare and can supply proof of enrollment to RASC, next, you’ll need to complete the corresponding UC Medicare form to transition from your non-Medicare plan (again these are the same as the employee plans) to the partner Medicare plan.

This means for those folks enrolled in UC Blue & Gold HMO and are 65 or older at retirement will need to complete the UBEN 121 form. Folks enrolled in UC Care PPO or Core will need to complete the UBEN 123 and folks enrolled in Kaiser will need to complete the UBEN 127.

Using your phone or tablet, feel free to scan the QR code for direct access to the form or you can search the appropriate UBEN form on UCnet.
What does the transition to UC Medicare look like if you’re eligible for Medicare at or after Retirement?

- First, you and your spouse apply for Medicare A & B with Social Security Administration (SSA).
- Once enrolled, complete the appropriate UC UBEN form noted in the previous slide that is applicable to your UC Medicare partner plan and send to RASC.
- RASC will update your medical insurance plan(s)
- You may receive new cards depending on your plan, including a new card for your Part D plan (prescription).
- You inform your providers of the new plan.
Now that I am retired

Once you are retired, let’s talk briefly about a few things you can expect.
What to expect with your retirement payment

✓ Paid around the first of each month
✓ Electronically deposited to your bank
✓ Benefit income statements on UCRAYS
✓ Income reported on 1099R tax form

If you’ve elected a monthly pension, your first regular retirement benefit payment usually will come around the first of the month following your retirement date. For example, if you retire on May 1, you will receive your first retirement benefit close to June 1. Depending on timing, it is possible that you will receive a retroactive payment in advance of your first regular monthly payment.

Your retirement benefits will be electronically deposited to the bank account(s) you selected; you can find your direct deposit statements on UCRAYS. If you did not elect direct deposit, you will receive your check in the mail.

Rollover payments of a lump sum cashout or CAP account will be mailed to you directly unless you elected to rollover to one your UC RSP plans.

Retirement income is reported on an IRS 1099R form – rather than a W-2 – after the end of the year. During your first year of retirement, you will receive both a W-2 and a 1099R. If you have a CAP account, you’ll receive a second 1099R. Your annual 1099R forms can be downloaded from the UCRAYS site.
Keep your personal information up to date

Use UCRAYS to update:
• Address, phone or email
• Tax withholding
• Direct deposit information
• UCRP beneficiary designation and contact information
• Health benefits changes

Use Fidelity website to update Retirement Savings beneficiaries: www.netbenefits.com

It’s important to keep your person contact information up to date on UCRAYS, including your address, telephone number and email, so you can receive important information about your benefits after you retire.

You may also use UCRAYS to change your tax withholding, enroll or change your direct deposit account, make changes to your UCRP beneficiary designations or update your beneficiary’s contact information. You can also make changes to your retiree health benefits, if eligible, during Open Enrollment or due to certain qualified Life Events.

If you have funds in the UC RSP, you must update your beneficiaries for those plans on the Fidelity NetBenefits website.
Stay connected

New Dimensions newsletter

Important websites

- **UCRAYS**: Retirementatyourservice.ucop.edu
- **UCnet**: ucnet.universityofcalifornia.edu
- **myUCretirement.com**

Local resources

- Emeriti and Retiree Associations
- Retirement Centers
- Health Care Facilitator

Many UC retirees stay connected to the university and we hope you will, too.

As a retiree, you will receive New Dimensions, a quarterly newsletter with news about UC, your benefits and your fellow retirees. You can also follow UC news and retiree issues on the UCnet website.

You can access many important websites that provide benefits information, make changes, and learn more about your retirement planning and needs. These include UCRAYS, which is our retiree member portal, UCnet, which is UC’s website and contains summary plan descriptions, factsheets, and retiree premium costs, and MyUCretirement.com where you can find planning tools, enroll in webinars and make an appointment with a Fidelity representative.

There are many ways to stay connected locally. You may join your location’s Emeriti or Retiree Association. They provide lectures, social programs, volunteer opportunities and more. Many UC campuses also have retirement centers that offer additional programs and opportunities to serve the university. You’ll find more information, including a list of the associations and centers and their contact information, on UCnet.

Each location has a Health Care Facilitator who can help you better understand and obtain the full benefits and services available from the UC-sponsored health plans.
As you continue to prepare for your retirement, we’d like to point out of important resources, including websites with additional factsheets, summary plan descriptions, webinars and trainings as well who to contact if you have additional questions.

**Additional Links**

**UC NET:** https://ucnet.universityofcalifornia.edu/

**Medicare Factsheet:** https://ucnet.universityofcalifornia.edu/forms/pdf/medicare-factsheet.pdf


**Retiree Medical Plan Rates (for those eligible for 100% of UC’s contribution):**

**Returning to Work After UC Retirement:**

**UCRP Service Credit Purchase:** https://ucnet.universityofcalifornia.edu/forms/pdf/ucrp-service-credit-purchase-guide.pdf

**UCRP & CalPERS Reciprocity:**
https://ucnet.universityofcalifornia.edu/forms/pdf/ucrpalpers-reciprocity.pdf
https://www.calpers.ca.gov/docs/forms-publications/change-retirement-systems.pdf
UCRP & CalSTRS: https://ucnet.universityofcalifornia.edu/forms/pdf/ucrｐcalstrs-concurrent-retirement.pdf

Other UCNet HR Forms & Publications index:
https://ucnet.universityofcalifornia.edu/forms/index.html

Health Plan Contacts: https://ucnet.universityofcalifornia.edu/contacts/plan-contacts.html
Health Care Facilitators: https://ucnet.universityofcalifornia.edu/contacts/health-care-facilitators.html

Thank you!

The information contained herein has been provided by the University of California and is solely the responsibility of the University of California.

One last thought, for those of you who will retire soon: thank you for your service to the University of California. And congratulations as you start your journey into what we hope will be an enjoyable and rewarding period of your life.