Welcome to the webinar
We will begin shortly...
This webinar covers UC’s Retirement Process from start to finish step by step.

We will review in detail:

• How and when to start the process
• Preparing your Personal Retirement Profile
• Completing your Retirement Election
• How to submit required documents
• Track the progress of your retirement
• Your confirmation letter
• What to expect once you are retired
First Step - Decide your Retirement and Separation date*:

• You can begin the retirement process within 90 days of your retirement date

• Staff employees: inform your department

• Academic appointees: notify your Academic Personnel Director

• The retirement process typically takes 60-90 days from start to finish

*Separation date is your last day on pay status – it can be a work day, sick day or vacation day
Additional steps

• Attend UC retirement planning presentations, workshops, or webinars (4th Thursday of the month)
• Review your UCRP estimate and retirement savings balances
• Talk to a Fidelity Planning and Guidance Consultant (1-866-682-7787)
• 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
Preparing for Retirement

You've had a long, successful career at UC and now you're thinking of the next phase: retirement. The process is fairly easy, but it's important to plan ahead. You may want to consult a financial expert to ensure a comfortable worry-free retirement.

You can retire and receive UC benefits any time after you become eligible — that is, when you have separated from UC employment, have at least five years of service credit and reach age 50 or 55, depending on your pension plan you're in.

Once you've decided to retire, you'll complete the application process along with your selection of your benefits. This process takes about three to four months outlined below.

The UC Retirement Administration Service Center offers two help covering everything you need to know:

- Preparing for Retirement, for UCRP members who are planning their retirement in the next five years, covers topics such as understanding UC benefits, retirement savings and retiree health coverage.
- The UC Retirement Process - Step by Step, for UCRP members planning to retire within the next 6-12 months, explains everything about the retirement process, including required deadlines and helpful resources.

Important update: The UC Retirement Administration Service Center has adjusted operations due to the COVID-19 pandemic. Staff is continuing to answer phone calls and serve members, but response times are longer than usual.

UCRP members can initiate and process their retirements through the UC Retirement at Your Service (UCRAYS) by following the steps below about how to register, log in and use UCRAYS.

1. Decide your retirement date and notify your department
   Academic and staff employees should notify their department manager about their decision to retire three months before the retirement date.
   If you accrue vacation and want to use it before retiring, you need to get departmental approval first.

2. Know your retirement benefit options
   - Read the Retirement Handbook.
   - Check out the retirement estimator tool on UC Retirement At Your Service (UCRAYS) to see estimates based on your salary and service credit. View your Retirement Review on myUCretirement.com for a comprehensive picture of what your retirement income might be from all sources of income.
   - Some campuses hold pre-retirement workshops to help you plan for retirement. Check with your Benefits Office or campus Retirement Center (if available) to see what they offer.
   - Fidelity and UC also offer one-on-one meetings with financial planning and guidance counselors to help you with your retirement planning.

   If you want to know whether you're eligible for retiree health benefits, you can read about eligibility and UC's contribution to the premiums here.

3. Review your finances so you understand what other income you can depend on in retirement
   - Talk to Fidelity about your options for your 403(b), 457(b) and/or DC Plan accounts, if any.
   - Check your eligibility for Social Security and Medicare benefits. The Social Security Administration provides an online personal statement, which is updated annually. Visit www.ssa.gov to sign in or create an account in order to review your Social Security Statement.

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
UCRAYS Home Screen

UCRAYS

First_Name:1130787
Last_Name:1130787
Edit Profile

Messages
My Account
Manage Contacts
Upcoming Seminars
Contact Us
Quick Links

UNIVERSITY OF CALIFORNIA Retirement At Your Service

UCRP Service Credit

19.0975 years
as of 07/24/2021

Membership Details

View and manage your contacts' details. Your contacts include your plan beneficiaries, power of attorney, or your domestic partner.

Manage Contacts

Estimate your potential UCRP disability income, compare the benefits of UCRP disability and UCRP retirement, or apply for disability income.

UCRP Disability

Retirement
UCRAYs - Retirement

Retirement Estimates, Initiation, and Election

To help prepare for your University of California Retirement Plan (UCRP) retirement, you may:

- View your basic retirement estimates below.
- Create a more detailed retirement estimate by clicking on Create a Retirement Estimate. This will allow you to select your own retirement date, view alternate payment options, and adjust your review at a later time.
- Begin and complete the process of electing your UCRP retirement benefits by selecting Initiate & Elect UCRP Retirement.

Learn More about UCRP Retirement

For more information on preparing for your retirement, including details on the steps to initiate your retirement from the University of California Retirement Plan (UCRP), please visit UCNET.

Create a Retirement Estimate  Initiate & Elect UCRP Retirement

UCRP Benefit Estimate

If vested upon separation from UC employment, you may choose lifetime monthly retirement income or, if eligible, a one-time lump sum cashout. If you are currently working at UC, the estimates listed are not a guarantee of eligibility or benefit amounts.

<table>
<thead>
<tr>
<th>Basic Retirement Income Option</th>
<th>Age 64</th>
<th>Age 69</th>
<th>Age 74</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifetime Monthly Amount*</td>
<td>$2,947.89</td>
<td>$3,810.15</td>
<td>$4,588.06</td>
</tr>
<tr>
<td>Temporary Social Security Supplement**</td>
<td>$64.95</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lump Sum Cashout (LSC) Option</th>
<th>Age 64</th>
<th>Age 69</th>
<th>Age 74</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Payment</td>
<td>$494,481.46</td>
<td>$568,762.25</td>
<td>$587,595.90</td>
</tr>
</tbody>
</table>

*If you are a multi-tier member and retire prior to age 55, any monthly retirement income attributable to any 2013 and/or 2016 tier service credit will not be payable until you reach age 55. A life expectancy factor is used for females and males ages 55 through 74.
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 Preparing for Retirement seminars or webinars put on by the Retirement Administration Service Center (RASC).

The first step of the retirement process is to prepare your Personal Retirement Profile, or PRP. Your PRP is intended to help you make decisions about your UCRP retirement benefits. The information on the PRP is used to determine the number of years of service, your age and years of service, and your eligibility for 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 your benefits advisor.

**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:

- Log on to UCRAYS and complete the Retirement Election, or
- Contact the RASC via telephone at 1-800-888-8267 (in U.S.), 1-510-987-0200 (from outside the U.S.).

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 date.

**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 reciprocity benefits. You must retire from UCRP and CalPERS 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 1-800-282-9500, or online at www.calstrs.com.

PRP and Retirement Election

Click Create a New PRP to prepare a new Personal Retirement Profile. Any active PRPs you create will be saved here for you to view or elect UCRP retirement at a later time.

Create a New PRP
UCRAYS – Create PRP

Create a new Personal Retirement Profile (PRP)

A PRP provides your personal UCRP retirement information, including your retirement income projections, your eligibility for various benefits, and your retirement options.

To create a new PRP, complete the following steps:

Step 1: Review Membership Account(s), Salary and Service Details
Step 2: Enter retirement details
Step 3: Verify Address
Step 4: Enter Eligible Spouse/Domestic Partner details
Step 5: Review/Add Other Eligible Survivors
Step 6: Enter contingent annuitant details
Step 7: Review current insurance details
Step 8: Review retirement details and create PRP

Create PRP
PRP – Membership Details

### Personal Retirement Profile

1. **Membership Account(s), Salary, and Service**
2. **Retirement Details**
3. **Address**
4. **Eligible Spouse/Domestic Partner**
5. **Other Eligible Survivors**

#### Review Membership Account(s), Salary and Service Details

##### Membership Accounts

Membership accounts that will be included in your PRP are listed below. Any Capital Accumulations Payment (CAP) accounts will be included in your PRP.

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>UCRP Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>19.0975</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19.0975</strong></td>
</tr>
</tbody>
</table>

##### Capital Accumulation Payment (CAP)

<table>
<thead>
<tr>
<th>Capital Accumulation Payment (CAP)</th>
<th>Balance as of Aug 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP2</td>
<td>$5,550.16</td>
</tr>
</tbody>
</table>

##### Salary and Service Details

The salary and service details below are current as of the most recent pay cycle. Your PRP will be calculated based on the information below until your anticipated separation date.

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>Appointment Percentage</th>
<th>Location</th>
<th>Job Title</th>
<th>Service Type</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>$36.45</td>
<td>100.00%</td>
<td>UCOP</td>
<td>ADMINISTRATIVE OFFICER 2</td>
<td>Regular</td>
<td>12 Month</td>
</tr>
</tbody>
</table>
• Enter your Retirement Date and Separation Date
• Check the box if you are CalPERS or CalSTRS member
## Verify Address

Review your active addresses below. You may update your address in UCPath.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Scrambled Ave #1479686, Oakland, CA 92110</td>
</tr>
</tbody>
</table>
PRP – Eligible Spouse or Domestic Partner

- Select from Existing Contact dropdown menu
- Enter new Spouse or Domestic Partner details
PRP – Enter other Eligible Survivors

Personal Retirement Profile

1. Membership Account(s), Salary, and Service
2. Retirement Details
3. Address
4. Eligible Spouse/Domestic Partner
5. Other Eligible Survivors

Review/Add Other Eligible Survivors

An eligible survivor/family member is a spouse or domestic partner with whom you've been married or in a UCRP eligible domestic partnership for at least one year prior to your retirement, disabled spouse, domestic partner or child as defined by UCRP, or a tax dependent parent. An eligible survivor may be eligible for monthly income and insurance coverage upon your retirement.

Below please confirm the details of any eligible family members or make changes by clicking on their name. You may also add any missing eligible family members by selecting "Add Family Member" and removing any records to display.

Add Family Member

- First Name
- Middle Name
- Last Name
- SSN
- Date of Birth
- Disabled
- Relationship
- Gender
- Address Location
- Address Line 1

Cancel
• Select from Existing Contact or enter a new Contingent Annuitant
• Or, check that you do not wish to have a Contingent Annuitant
PRP – Review current insurance enrollments

- Only available for those eligible for insurance in retirement
- Retirement Date must be within 120 days of your Separation Date
- Review the Retirement Handbook for more information on eligibility
PRP – Review Retirement details and Create PRP

Personal Retirement Profile

1. Membership Accounts, Salary, and Service
   - Membership Type: UCRP Service
     - 1976 Tier with $5: 19.0975
     - Total: 19.0975
   - Capital Accumulation Payment (CAP) Balance as of Aug 2021
     - CAP: $5,350.16

2. Retirement Details
   - Retirement Date: 01/01/2022
   - Separation Date: 12/31/2021
   - Age at Retirement: 64 Years 4 Months
   - Unused Sick Leave Hours: 334.67

3. Address
   - Address Type: Home
   - Address: Scrambled Ave #1479686, Oakland, CA 92110

4. Eligible Spouse/Domestic Partner
   - Name: Xander Smith
   - Relationship: Spouse
   - SSN: N/A
   - Marriage/Partnership Date: 02/14/1980
   - Address: Scrambled Ave #1479686, Oakland, CA 92110

5. Other Eligible Survivors
   - Not Applicable

6. Contingent Beneficiary
   - Name: Xander Smith
   - Relationship: Spouse
   - Date of Birth: 01/01/1950
   - SSN: N/A
   - Address: Scrambled Ave #1479686, Oakland, CA 92110

7. Insurance
   - Enrollee: First Name:1130787 Last Name:1130787
   - Relationship: Member
   - Date of Birth: 08/24/1957
   - Medical Plan: UC Blue & Gold HMO
   - Dental Plan: Delta Dental PPO
   - Legal Plan: ARAG Legal Plan

I agree the information above is true to the best of my knowledge and understand the retirement options provided are based on available data (including data I provided) and not a guarantee of eligibility or benefit amounts.

[Create PRP]
Request for Retirement Initiation Packet
(Includes Your Personal Retirement Profile)

Retirement Name: Last, First, Middle Initial
Campus Location
Birth Date
Daytime Phone
Name Phone
Retirement Date
Separation Date
Email Address
Home Mailing Address

Are you a Faculty member? Yes No
Do you anticipate any changes in your current appointment prior to retirement? Yes No

ELIGIBLE SURVIVORS
Do you have any eligible survivors? Yes No

NOTE: A survivor may include spouse/domestic partner, dependent children, and/or dependent parents. If yes, please provide name(s), birth date(s), relationship(s) and marriage/partnership date below:
Name (Last, First, Middle Initial)
Birth Date
Relationship
Name (Last, First, Middle Initial)
Birth Date
Relationship
Name (Last, First, Middle Initial)
Birth Date
Relationship

If you have a spouse/domestic partner, is he/she also a UC employee/retiree? Yes No
If you have an eligible child, is he/she disabled? Yes No
If yes, please provide the disability date:

CONTINGENT ANNUITANT
A contingent annuitant is a person to whom you choose to leave a monthly benefit after your death. To provide this benefit, you receive a reduced monthly benefit while you are alive. The person does not need to be an eligible survivor. You may name only one contingent annuitant. For more information, see the Retirement Handbook.

Do you want to name a contingent annuitant? Yes No
If yes, please provide the name and birth date of your contingent annuitant:
Name (Last, First, Middle Initial)
Birth Date

DO YOU HAVE CALPERS/CalSTRS SERVICE?
Do you have any prior service with an employer under the Public Employees’ Retirement System (PERS) or the State Teachers’ Retirement System (STRS)? Yes No

If yes, do you expect to apply for separate retirement benefits from either of these plans? Yes No

If yes, do you anticipate your 26-month average salary from CalPERS or CalSTRS to be higher than your UCRR highest average monthly salary? Yes No

NOTE: Benefits under PERS/reciprocity requires the same retirement date as your UCRR retirement date.

ARE YOU MOVING?
Will you be moving upon retirement? Yes No
Move Date
Phone
New Address

UCRP ACTIONS
Do you have any current UCRP actions in progress? Yes No
If so, please indicate below:
(These may include UCRP service credit buyback, pending UCRP service credit inquiry, UCRP disability income application and/or divorce settlement)
# Personal Retirement Profile

## UCRP Retirement Income Options Estimates

The information shown here is calculated based on available data. It is NOT a guarantee of eligibility or benefit amounts. For an explanation of how the benefits are calculated, see our website.

Estimates are gross amounts and do not include federal or state taxes or insurance premiums.

### BASIC RETIREMENT INCOME – Unreduced retirement income

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Lifetime monthly payment to you</th>
<th>Eligible Survivor</th>
<th>Contingent Annuitant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>$2,950.50</td>
<td>$745.13</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,980.50</strong></td>
<td><strong>$745.13</strong></td>
<td><strong>N/A</strong></td>
</tr>
</tbody>
</table>

### ALTERNATE PAYMENT OPTION A – Full Continuance to Contingent Annuitant

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Lifetime monthly payment to you</th>
<th>Eligible Survivor</th>
<th>Contingent Annuitant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>$2,866.59</td>
<td>$745.13</td>
<td>$2,121.47</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,866.59</strong></td>
<td><strong>$745.13</strong></td>
<td><strong>$2,121.47</strong></td>
</tr>
</tbody>
</table>

### ALTERNATE PAYMENT OPTION B – Two-Thirds Continuance to Contingent Annuitant

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Lifetime monthly payment to you</th>
<th>Eligible Survivor</th>
<th>Contingent Annuitant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>$2,903.25</td>
<td>$745.13</td>
<td>$1,438.82</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,903.25</strong></td>
<td><strong>$745.13</strong></td>
<td><strong>$1,438.82</strong></td>
</tr>
</tbody>
</table>

### ALTERNATE PAYMENT OPTION C – One-Half Continuance to Contingent Annuitant

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Lifetime monthly payment to you</th>
<th>Eligible Survivor</th>
<th>Contingent Annuitant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>$2,922.06</td>
<td>$745.13</td>
<td>$1,068.47</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,922.06</strong></td>
<td><strong>$745.13</strong></td>
<td><strong>$1,068.47</strong></td>
</tr>
</tbody>
</table>

### ALTERNATE PAYMENT OPTION D – One-Half Continuance to Eligible Survivor/Contingent Annuitant

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Lifetime monthly payment to you</th>
<th>Eligible Survivor</th>
<th>Contingent Annuitant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>$2,941.54</td>
<td>N/A</td>
<td>$1,470.77</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,941.54</strong></td>
<td>N/A</td>
<td><strong>$1,470.77</strong></td>
</tr>
</tbody>
</table>

For your information, the calculation of your total basic retirement income (BRI) is impacted by any offset(s) and/or limit(s) noted below and apply in the following order:

- Social Security offset: $65.39

You will receive this amount monthly as a Social Security Supplement until you reach the age of 65.

**LUMP SUM CASHOUT** – One-time payment in lieu of lifetime monthly income. By electing a Lump Sum Cashout, you forfeit all rights to all other UC benefits including retiree health and life insurance.

**Lump Sum Cashout Factor:** 168.6000

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>One-Time Payment to You</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>$497,740.92</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$497,740.92</strong></td>
</tr>
</tbody>
</table>
Next step - Review your Personal Retirement Profile

- Review the retirement options in your PRP
- Read the Retirement Handbook
- Contact the RASC for questions regarding your retirement options
- Complete your retirement election on UCRAYS or Election Planning Worksheet
The Retirement Election process

• Log on to UCRAYS and select:
  • Retirement > Initiate & Elect Retirement
  • View PRP/Elect Retirement
  • Follow the prompts to prepare your retirement election

or

• Complete and submit an Election Planning Worksheet
UCRAYS – Elect UCRP Retirement

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 assist you in making the right choices. Before you get started, we recommend you attend one of the webinars on Retirement options presented by the Retirement Administration Service Center (RASC).

The first step of the retirement process is to prepare your Personal Retirement Profile, or PRP. Your PRP is intended to help you make decisions about your UCRP retirement benefits. The PRP is designed to check your eligibility for retirement and provide you with information on the different options available to you. Please note that the PRP is not a substitute for advice from an RASC retirement counselor.

Important note: Completing your PRP does not guarantee retirement benefits. You must meet all the eligibility requirements and comply with the retirement process to receive retirement benefits.

Log on to UCRAYS and complete the Retirement Election form, or contact the RASC via phone at 1-800-888-6267 (in U.S.), 1-510-987-0200 (from outside the U.S.). Your signed election form must be received by the RASC before your retirement date.

Personal Retirement Profile

Transaction Number: 4314972
Created Date/Time: 11/01/2021 / 02:15 PM
Retirement Date: 01/01/2022

Your personal retirement profile has been provided to help you make decisions about your University of California Retirement Plan (UCRP) benefits. The information is based on available data (including data you may have provided to your retirement planning service). In order to receive this profile, you must complete the retirement election tool on UCRAYS or contact a RASC retirement counselor to prepare a retirement election form for your signature. Once the RASC has received your signed retirement election form and all required documentation, you will be notified of your retirement eligibility.

Required Documentation and Special Situations

Below you will find the personal data as well as your salary and service credit details used in the projections and calculations of your estimated retirement income options. If you notice any discrepancies, please contact the RASC.

Personal Data

Calculation Data & Details

UCRP Retirement Income Options Estimates

Capital Accumulation Payment (CAP)

UC Sponsored Retiree Health Benefits

UCRP Beneficiary Designation

If you would like a copy of your PRP, you can select “Send PRP” below to have an electronic copy sent to your UCRAYS inbox, or “Print PRP” for a printed copy.

Send PRP Print PRP

Elect UCRP Retirement

To elect UCRP retirement, click the button below.

Please note that the retirement details used to generate your PRP cannot be edited as part of your retirement election. Making changes to your retirement details will require a new PRP.
To elect UCRP Retirement, complete the following steps:

Step 1: Review retirement details and select payment option(s)
Step 2: Contact Information and Consent
Step 3: Review Survivors and Contingent Annuitants (if applicable)
Step 4: Enter Payment Details
Step 5: Review health insurance details (if applicable)
Step 6: Upload required documentation (if applicable)
Step 7: Review and elect UCRP retirement
Select your monthly income option or lump sum cashout
Multi-tier members will need to select an option for each Benefit Type
Select or add payment address
You may add a separate home, mailing or temporary address
You can provide a personal email address for your local UC retiree association or center
Elect UCRP Retirement

Review Eligible Survivors and Contingent Annuitants

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Relationship</th>
<th>SSN</th>
<th>Address</th>
<th>Eligible Survivor</th>
<th>Contingent Annuitant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xander Smith</td>
<td>01/01/1950</td>
<td>Spouse</td>
<td>N/A</td>
<td>Scrambled Ave #1479686, Oakland, CA 92110</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

If you wish to add or update your eligible survivor(s) or contingent annuitant you must cancel this election and create a new PRP.

- 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
You may add up to 3 separate bank accounts
Enter tax withholding
Elect Retirement – Rollover (CAP or LSC)

1. **CAP Distribution**
   - Select your CAP Distribution method.
   - Full or Partial Rollover
     - All Paid to Me
     - Percentage: 100.00%
   - My UC Retirement Savings Plan:
     - My non-UC employer plan:
     - My traditional IRA:
     - My Roth IRA:

   If you are selecting a full or partial rollover to a traditional IRA, non-UC employer plan, or Roth IRA, your rollover payment will be mailed to your confirmed payment address.

2. **Add Bank Account**
   - Select the bank account(s) for your payment. You may add up to three separate bank accounts and your total allocation percentage must equal 100%.
   - If you have active direct deposit accounts on file with your payroll department, it will be displayed below.
If eligible for Retiree Health insurance:

- Review your retiree insurance details
- Elect to Continue or Suspend your current medical or dental plans
- Elect to Continue or Cancel your legal plan
- Medicare packet sent separately if eligible
**Elect Retirement – Review Your Election**

**Elect UCRP Retirement**

**Review and Elect UCRP Retirement**

Review your retirement election details. To make any changes, select the details you wish to change. Click Initiating My Election to elect UCRP retirement.

**Retirement Details and Payment Options**

- **Retirement Date:** 01/01/2022
- **Separation Date:** 12/31/2021
- **Age at Retirement:** 64 years 4 months

**Benefits Type and Benefit Option**

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Benefit Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976 Tier with SS</td>
<td>Option A</td>
</tr>
</tbody>
</table>

**Contact Information and Consent**

- **Name:** Scrambled Ave #147968, Oakland, CA 92110
- **Personal Email:** contact_email_56690@example.com

**Consent Statement:**
I consent to the release of my personal email to the UC retiree association/center: Yes

**Survivors and Contingent Annuitants**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Relationship</th>
<th>SSN</th>
<th>Address</th>
<th>Eligible Survivor</th>
<th>Contingent Annuitant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xander Smith</td>
<td>01/01/1990</td>
<td>Spouse</td>
<td></td>
<td>Scrambled Ave #147968, Oakland, CA 92110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UCRP Monthly Benefit**

**Payment Method**

- [ ] I want my payment mailed as check.

**Tax Withholding Details**

**Federal Tax**

- Citizenship: United States
- Tax Residence: United States
- Tax Withholding Method: Single
- Withholding Allowances: 2
- Percentage: 0.00%
- Additional Tax: $0.00

**California State Tax**

- [ ] Do Not Withhold

**CAP Distribution**

- Full or Partial Refund

**Required Documentation**

- **Document Type:** Marriage Evidence
- **File Name:** MarriageEvidence.docx
- **Do you want to sign your election before?:** Yes
  - [ ] Yes
  - [ ] No

**Final Statement:**
I affirm the information above is true to the best of my knowledge. I further understand my agreement to initiate my election does not constitute a valid retirement election. I must sign my retirement election form, along with my spouse or domestic partner, within 90 days of my elected retirement date. If my signed election form is not received within 90 days of my retirement date or my signed election is received after my death, my understanding that the retirement election will not be valid and processed.
Thank you for completing your retirement election instructions.

**FURTHER ACTION REQUIRED:** Your spouse or domestic partner, if any, MUST also sign your election form electronically. A copy of the retirement election and instructions for signing electronically will be sent to the email address you provided. Please sign and submit your retirement election electronically to complete the process. Please check your UCRAES secure messages for a copy of your retirement election and instructions for signing electronically.

Your signed retirement election form must be received by the RASC, along with any required documentation, no later than 03/31/2022. Signed election forms received after 03/31/2022, or after your death, will not be honored. Your retirement will not be processed immediately.
Monthly Retirement Income Election Form (UBEN161MR)

November 01, 2021

Important Action Required

First_Name1130787 Last_Name1130787
Scrambled Ave #1479686
Oakland, CA 92110

RE: Monthly Retirement Income Election for First_Name1130787 Last_Name1130787
Retirement Date: 01/01/2022

Dear First_Name1130787 Last_Name1130787,
Elect Retirement – Sign Election Form

Electronic Signature Notification

Contact_First_Name961791 Contact_Last_Name961791

Date/Time: 02/23/2021 01:58 AM PDT

Congratulations on your Domestic Partner's decision to retire from the University of California!

Your signature is needed to complete the retirement process. Before signing, you will have the opportunity to review the retirement election document and the choices your Domestic Partner made.

Please review and sign the retirement election document electronically by clicking or navigating to the link below:

https://redwoodysesttest.ucop.edu/UCRAYS/Account/ESign?guid=5307

If you need further information, please visit us at UCRAYS https://redwoodysesttest.ucop.edu/UCRAYS/Account/LoginF; you may also call us at 800-888-8267 Monday through Friday between 8:30 a.m. and 4:30 p.m. PT

Sincerely,

Retirement Administration Service Center

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Electronic Signature Privacy statement and Terms of use

University of California Retirement At Your Service (UCRAYS) Privacy Statement and Terms of Use

Our Commitment to Privacy

The University of California Human Resources (HR) and Information Technology Services (ITS) departments are committed to protecting the privacy and accuracy of your personally identifiable information to the extent possible, subject to provisions of applicable laws. We will use and disclose your personal information as stated in this UCRAYS Privacy Policy.

I Agree
I Disagree
### Election Planning Worksheet

**Monthly Retirement Income Election Worksheet (With Retiree Insurance)**

<table>
<thead>
<tr>
<th>Name (Please Print: Last, First, Middle Initial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Separation Date:</td>
</tr>
<tr>
<td>Retirement Date:</td>
</tr>
</tbody>
</table>

1) Does the information in your personal retirement profile appear to be correct? Even if there is a problem, it probably won’t prevent completing this worksheet. Any needed corrections can still be made.

☐ Yes  ☐ No
If no, explain the problem:

2) Have you arranged with your department to separate from employment before your retirement date?

☐ Yes  ☐ No
If not, please note it is your responsibility to do so prior to your retirement date. The UC Retirement Administration Service Center (RASC) does not communicate with your department regarding your retirement plans.

### Lump Sum Cashout Election Worksheet

<table>
<thead>
<tr>
<th>Name (Please Print: Last, First, Middle Initial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Last 4 digits of Social Security Number:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Separation Date:</td>
</tr>
<tr>
<td>Retirement Date:</td>
</tr>
</tbody>
</table>

1) Does the information in your Personal Retirement Profile appear to be correct? Even if there is a problem, it probably won’t prevent you from completing this worksheet. Any needed corrections can still be made.

☐ Yes  ☐ No
If no, explain the problem:

2) Have you arranged with your department to separate from employment before your retirement date?

☐ Yes  ☐ No
If not, please note it is your responsibility to do so prior to your retirement date. The UC Retirement Administration Service Center (RASC) does not communicate with your department regarding your retirement plans.

3) Do you have funds in the UC Retirement Savings Program (DC Plan, 403(b) and/or 457(b))?

☐ Yes  ☐ No
If yes, would you like to speak with a Fidelity Retirement Planner about how to manages your retirement income and other important financial decisions?

☐ Yes  ☐ No
Contact Telephone Number:  
Best Time(s) for Contact:  

---

**Retirement Administration Service Center**

For fastest processing: Submit completed forms using the Upload Documentation feature in LRP. For service updates, call (800) 999-0123.

**Contact RASC:**

Phone: (800) 999-0123, M-F, 8:30-5:00 PM, PT
Fax: (800) 999-0123

Mail: University of California-RASC
Box 1547
Davis, CA 95619-1547

Web: www.rr.ucop.edu
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.
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.
Required Documents

• Signed election form: UC member, spouse or domestic partner (if applicable)

• Along with your signed election form the following required documents are needed (if applicable):
  • If married - Marriage certificate
  • Domestic partnership: Domestic partner documentation
  • Contingent annuitant: Birth evidence will be required (passport or birth certificate)
  • Eligible children: birth evidence (passport or birth certificate)

• Please see your retirement handbook for a list of acceptable documents

• Copies are acceptable
### UCRAYS tracking feature

#### Understanding the steps in your retirement process

As you complete the steps necessary to retire, the retirement application progress tracker will show you where you are in the process. Here’s an overview of each stage, including any actions you need to take.

**Retirement Initiated**
Congratulations! You have successfully begun the retirement process, and a Personal Retirement Profile (PRP) will be prepared and sent to you. Please note that your PRP will not be sent more than 90 days in advance of your retirement date.

**UC Is Preparing Your Personal Retirement Profile (PRP)**
Your PRP is being prepared, with information about:
- Your retirement income projections
- Your eligibility for retiree health insurance, if any
- The percentage of UC’s contribution to retiree health premiums you’ll receive, if applicable

You can expect your PRP and retirement packet within 2-3 weeks.

**PRP Is Ready — Complete Your Election Instructions**
Your Personal Retirement Profile (PRP) has been prepared, and should be received within the next week. Once you receive your PRP, it is time for you to make a few important decisions about your retirement. If you wish to proceed with retirement, please complete and submit your election instructions as quickly as possible.

**PRP Expired**
Because you did not complete your election within 90 days after your retirement date, your PRP has expired. If you still wish to retire, you will need to restart the retirement process and create a new PRP.

**Election Initiated**
UC has received your election instructions and is preparing your election form for signature. You can expect your election form within 2-3 weeks.

**Sign and Submit Your Election Form**
Your election form is complete and has been sent to you to sign and submit. You should receive it within the next week. Please sign and submit your form, along with any required supporting documentation, as soon as possible. Important: If you are married or in a domestic partnership, your spouse or domestic partner must sign your retirement election form.

You may upload your signed election form and supporting documentation via UCRAYS, or submit it to the [UC Retirement Administration Service Center](#) by mail or fax.

**UC Received Signed Election**
UC has received your signed election form and will contact you if you need to provide additional information or documentation.

**Submit Required Documentation**
Documentation is required to complete your retirement application. If you have not already done so, please submit all required documentation listed on page 2 of your retirement election form.

**UC Reviewing Documentation**
UC is reviewing your election form and the documentation you submitted to ensure we have the information we need to continue processing your retirement.

**UC Confirming Calculation**
UC is confirming your retirement benefit calculations.

**Retirement Completed; Confirmation Sent**
Congratulations! Your retirement election is complete. Your confirmation has been sent and should arrive within 7 days. You have until your retirement date, or 15 days after the date of your confirmation letter (whichever is later), to cancel your retirement election.

---

### Retirement Application Progress

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCRAYS tracking feature</td>
<td>Understanding the steps in your retirement process. Here’s an overview of</td>
</tr>
<tr>
<td>election process tracker</td>
<td>each stage, including any actions you need to take.</td>
</tr>
</tbody>
</table>
| Review the Retirement Progress Glossary for more information on each of the indicators |?
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
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
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*

*Medicare enrollees must complete additional paperwork to coordinate Medicare with your UC medical plan
COBRA Notification

• When your active employee benefits end, you will automatically receive a COBRA package in the mail.

• If you are eligible for retiree health benefits or do not need COBRA continuation coverage, you can disregard the notification.
Now that I’m retired
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
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
Stay connected

- *New Dimensions* newsletter
- myUCretirement.com
- ucnet.universityofcalifornia.edu
- Local resources
  - Emeriti and Retiree Associations
  - Retirement Centers
    - Location and contact information available on UCnet: ucnet.universityofcalifornia.edu/retirees
- Health Care Facilitator
Additional Retirement Planning Resources

ucnet.universityofcalifornia.edu
Preparing for Retirement

myUCretirement.com
Ready to Retire track

WHAT TO DO IF YOU'RE
Preparing for retirement
You’ve had a long, successful career at UC and now you’re thinking of retirement. The process is fairly easy, but it’s important to plan ahead to consult a financial expert to ensure a comfortable worry-free retirement.

You can retire and receive UC benefits anytime after you become eligible when you have at least five years of UC Retirement Plan service credits of 50 or 55, depending on which tier of the pension plan you’re in.

Once you’ve decided to retire, you’ll complete the application process and selection of your benefits. This process takes about three months and is below.

To learn more about the process, attend one of our Preparing for Retirement webinars.

Important update: The UC Retirement Administration Service Center has adjusted operations in response to the stay-at-home orders in effect throughout California. During this time, RASC representatives will be unable to answer questions, or to receive and process physical mail in a timely manner.

In light of these changes, UCRP members can initiate and process their retirements electronically through UC Retirement At Your Service (UCRRAS) by following the steps below. To learn more about how to register, log in and use UCRAS, visit Frequently Asked Questions about UCRAS.

Please note: If you plan to retire on July 1, it’s recommended that you start this process as early in April as possible.
Thank you

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