

10 Steps to Planning Your UC Retirement

Whether you are ready to retire this year, or you want to learn how to plan for your retirement in the future, by completing these steps you can learn about your benefits and obtain valuable information for making an informed decision about your retirement.

If after reading the Retirement Handbook and reviewing your personalized retirement estimates on At Your Service Online, you have reached the decision to retire, please complete the **REQUEST FOR RETIREMENT INITIATION KIT** form (<http://hrweb.berkeley.edu/sites/default/files/attachments/request-retirement-initiation-kit.pdf>), available online or from your department.

IMPORTANT: Submit your request form to the Retirement Administration Service Center (RASC) – Retirement Services 4 months prior to your date of retirement. Please note: Your retirement kit cannot be generated until **90 days before your retirement date**.

You can choose from any of the following options for submitting your request form (choose **one** only):

- **e-FAX**, using confidential fax to **1-800-792-5178**;
- **MAIL**, addressing envelope to **(RASC) – Retirement Services, University of California, P.O. Box 24570, Oakland, CA 94623-9911**

1. Read the Retirement Handbook (<http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-handbook.pdf>), available online or from your department.
2. View your personalized retirement estimates on At Your Service Online (<https://atyourserviceonline.ucop.edu/ayso/>). Click on **AYS ONLINE** and log in to your personalized benefits page. Select **RETIREMENT ESTIMATES** located on the bottom right corner of the web page.

LOG IN: To access your personal information on At Your Service Online, you will need your UC password and your Username. If you need a password reset, click on FORGOT YOUR PASSWORD? If you have an e-mail address on file, you will receive a temporary password. This password is only valid for 24 hours. You also will be prompted to create a USERNAME.

3. Estimate monthly retirement income and alternate payment options on **AYS ONLINE** (<https://atyourserviceonline.ucop.edu/ayso/>), by providing some basic information in the Retirement Estimator. Click on **VIEW MORE MONTHLY INCOME OPTIONS** appearing on your personalized retirement estimates page.

You will be able to see and print your results immediately online.

4. Read the **Fact Sheet: UC Retiree Health Eligibility Rules** (<http://ucnet.universityofcalifornia.edu/forms/pdf/retiree-health-eligibility-fact-sheet.pdf>) to determine your eligibility for continuation of UC medical insurance into retirement.
5. Review, change, or designate your UCRP beneficiaries on At Your Service Online (<https://atyourserviceonline.ucop.edu/ayso/>). Click on **AYS ONLINE** and log in to your personalized benefits page. Select **MY BENEFICIARIES** located in the upper left corner of the web page.
6. Review your UC Retirement Savings Program account balances (i.e., Defined Contribution Plan, Tax-Deferred 403(b) Plan, and 457(b) Deferred Compensation Plan) and change or designate your beneficiaries on NetBenefits (<http://netbenefits.com>), or call Fidelity Retirement Services at 1-866-682-7787, Monday to Friday, 5:00 a.m. to 9:00 p.m., PT. Call a Fidelity Workplace Planning & Guidance Consultant about your financial goals at 1-800-558-9182, Monday to Friday, 5:00 a.m. to 6:00 p.m., PT.
7. Meet with your tax advisor or financial planner.
8. Check your eligibility for Social Security and Medicare benefits online with the Social Security Administration (<http://www.socialsecurity.gov>). The Berkeley Social Security office is located at 2045 Allston Way (next to the YMCA),

Monday to Friday, 9:00 a.m. to 4:30 p.m., or call 1-877-531-4696. Or, you can visit the local office that services your zip code. You may locate another office by going online or calling the national toll-free number 1-800-772-1213, Monday to Friday, 7:00 a.m. to 7:00 p.m., PT. If you and/or your eligible dependents meet the eligibility criteria for UC retiree medical insurance and Medicare, you may also find the UC Medicare Factsheet (<http://ucnet.universityofcalifornia.edu/forms/pdf/medicare-factsheet.pdf>) useful for understanding how Medicare coverage coordinates with your UC retiree medical plan.

9. Contact past employers to inquire about possible retirement benefits and review other sources of income, such as Social Security Retirement Income, outside retirement savings plans, etc.
10. Gather required documentation for eligible survivor(s) and/or contingent annuitant's birth evidence, (such as birth certificate or passport), marriage certificate, and Declaration of Domestic Partnership. Definitions of eligible survivor(s) and contingent annuitant can be found on page 23 in the Retirement Handbook.

More Resources

The following UCRS Summary Plan Descriptions are available on At Your Service:

- UC Retirement Plan 1976 Tier Summary Plan Description
<http://ucnet.universityofcalifornia.edu/forms/pdf/ucrp-1976-tier-summary-plan-description.pdf>
- Complete Retirement Benefits Guide for Employees
<http://ucnet.universityofcalifornia.edu/forms/pdf/complete-retirement-benefits-guide-for-employees.pdf>
- UCRP Summary Plan Description for Members without Social Security
<http://ucnet.universityofcalifornia.edu/forms/pdf/ucrp-for-members-without-social-security.pdf>
- UCRP Summary Plan Description for Safety Members
<http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-plan-for-safety-workers.pdf>
- UCRP Summary Plan Description for Retirement Plan (For Tier Two Members)
<http://ucnet.universityofcalifornia.edu/forms/pdf/ucrp-for-tier-two-members.pdf>
- Defined Contribution Plan Summary Plan Description
<http://ucnet.universityofcalifornia.edu/forms/pdf/defined-contribution-plan-summary-description.pdf>
- Tax-Deferred 403(b) Plan Summary Plan Description
<http://ucnet.universityofcalifornia.edu/forms/pdf/tax-deferred-403-b-plan.pdf>
- 457(b) Deferred Plan Summary Plan Description
<http://ucnet.universityofcalifornia.edu/forms/pdf/457b-deferred-compensation-plan.pdf>

Benefits for Domestic Partners

<http://ucnet.universityofcalifornia.edu/forms/pdf/benefits-for-domestic-partners.pdf>

Lump Sum Cashout Factsheet

<http://ucnet.universityofcalifornia.edu/forms/pdf/lump-sum-cashout.pdf>

Termination of Employment Benefits Checklist

<http://ucnet.universityofcalifornia.edu/forms/pdf/termination-of-employment.pdf>

UCRP/CalPERS Reciprocity Factsheet

<http://ucnet.universityofcalifornia.edu/forms/pdf/ucrcalpers-reciprocity.pdf>

UCRP/CalSTRS Concurrent Retirement Factsheet

<http://ucnet.universityofcalifornia.edu/forms/pdf/ucrcalstrs-concurrent-retirement.pdf>

Questions?

Please call RASC – Retirement Services at 1-800-888-8267, PRESS 8, Monday to Friday, 8:30 a.m. to 4:30 p.m., PT.