



Office of Human Resource Management

RETIREMENT CHECKLIST

- ☐ Make an appointment with benefits by email to nohrmbenefits@lsuhsc.edu (3 to 6 months) prior to anticipated retirement date.
- ☐ Send email stating the last date of work and the first date of retirement to the Department Head and HRM Benefits department: nohrmbenefits@lsuhsc.edu.
- ☐ Meet with Benefits Consultant who will confirm retirement eligibility and discuss summary of benefits.
 - ☐ **Health Insurance:** Retirees may continue health insurance into retirement.
 - ☐ **Dental and Vision Continuation:** Retirees may continue with both dental and/or vision if he/she chooses to do so.
 - ☐ Other Voluntary Insurance which can continue after retirement are as follows:
 - ☐ Accidental Death & Dismemberment (AD&D)
 - ☐ Identity Protection
 - ☐ Life Insurance
 - ☐ Long Term Care
 - ☐ For more information go to: https://www.lsuhs.edu/administration/hrm/retirees - insurance_benefits.aspx
- ☐ Medicare eligible retirees and their dependents who continue LSU-sponsored health coverage are **required** to enroll and remain enrolled in Medicare Part A and Part B. Failure to do so could result in loss of LSU-sponsored coverage.
 - ☐ **Form CMS-L564E** will be provided to late enrollees of Medicare Part B. This form is submitted as part of the Medicare enrollment process and will avoid a premium penalty from being assessed due to late enrollment.
- ☐ Submit retirement application for **LASERS** and **TRSL** (if applicable) along with the following documentation:
 - ☐ Copy of birth certificate for member and beneficiary
 - ☐ Copy of social security card for member and beneficiary
 - ☐ **True Certified** copy of divorce decree (LASERS mandatory) must have *clerk of court seal* (either stamp or impression).
 - ☐ Copy of marriage license
 - ☐ Copy of death certificate if applicable
- ☐ **ORP:** Contact your ORP vendor to discuss the handling of your funds.
- ☐ **Annual and Sick Hours:** Payroll will issue a payout of up to 300 hours of unused annual leave. Unclassified/Faculty will also receive up to 200 hours of unused sick leave. Payroll will usually payout of annual and sick hours within 1 month after retirement.
 - ☐ Any remaining leave will be handled in accordance with the rules of the applicable retirement system.
 - ☐ Remaining leave for ORP participants will be forfeited.