



**To:**  
**From: Human Resources – Benefits Department**  
**Date:**

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Congratulations on your decision to retire! Listed below is information on some things you will need to do prior to your last day at KSU; some other things will be of interest to you as you enter retirement.

**KSU Property:** If you have any departmental keys (such as desk keys, file cabinet keys, office door keys, etc.), please turn them in to your manager/supervisor. All KSU owned electronics must be returned to your supervisor or left in your work space prior to your retirement date. On your last day of work, please remove the KSU parking sticker from your windshield and turn it in to HR along with your ID card. If you have a P-Card, it should be turned in to Business Services.

**Retiree Association:** If you join the Retiree Association you will receive a Retiree ID card and receive access to the Fitness Center and Library, parking and continue your Bookstore discount. If you want more information about the Retiree Association you can email [retirees@kennesaw.edu](mailto:retirees@kennesaw.edu). To join the Retiree Association, please complete the form at <http://www.kennesaw.edu/retirees>.

**Fitness Center:** Retirees have access to The Fitness Center! If you are not currently a member, please stop by the Center to sign up. The Center is located in the KSU Center, Suite 475, 3333 Busbee Drive; telephone number is 470-578-6770. You will use your KSU Retiree ID Card to access the Center once you enroll; it may take several weeks to get a Retiree ID Card after joining the Retiree Association to access the Center and other campus discounts.

**Parking:** As a retiree, you are allowed to park at the Welcome Center by presenting your Retiree ID at Kennesaw campus or putting a photo copy of your Retiree ID on your vehicle's dashboard at Marietta campus in the visitor lots.

**Continuing Education and the Osher Lifelong Learning Institute:** As a retiree of KSU, you may take advantage of courses offered through Continuing Education and the Osher Lifelong Learning Institute (OLLI). Classes are available at discounted tuition rates (equipment and/or book fees may still apply). Please note that discounted classes are subject to space availability and late registration requirements. The Osher Lifelong Learning Institute classes are available for individuals 50 years old or older. Retirees can contact Continuing Education at 470-578-6765 to register for class. Be sure to identify yourself as a KSU retiree.

**KSU Bookstore:** Retirees are still eligible to enjoy the 20% discount on bookstore items with your Retiree ID.

**Library:** If you'd like to continue using the KSU library, please stop by the library to sign up or speak with Rita Spisak at 470-578-6188.

**Benefits:** KSU Benefits is here to continue to serve you and answer any questions you may have into retirement. You can simply reach us by calling 470-578-6030 or emailing [benefits@kennesaw.edu](mailto:benefits@kennesaw.edu).

**Minnesota Life Notification of Conversion Privilege:** If you have employee and/or dependent supplemental life insurance over the amount you are able to continue into retirement, you may be able to continue your group term life insurance coverage, and pay premiums directly to Minnesota Life. Premiums may be higher than those paid by active employees. If you wish to continue your coverage, you have 31 days from your last day of employment to complete the application.

If you have questions about your options for continuing your group term life insurance coverage, or would like to request continuation forms, please contact Minnesota Life at **1-866-293-6047**. The completed application must be received by Minnesota Life within 31 days of your benefit termination.

**Health Savings Account:** Any money in your account with Credit Union of Georgia and/or Optum Bank remains yours and may continue to be used for IRS eligible out of pocket medical expenses and continue to be non-taxable. If you are not yet Medicare eligible, you may make deposits directly to your HSA account and receive the tax deductible benefit on your tax return. If you are Medicare eligible, you may no longer contribute in your HSA but may continue to use the money in your account. Withdrawals for non-qualified expenses are subject to income tax based on your tax status at the time of withdrawal.

**Flexible Spending Reimbursement Account:** This coverage ends when you retire from KSU. All eligible expenses must be incurred prior to your retirement date in order to be eligible for reimbursement. Claims must be submitted to Optum Bank within 90 days of your retirement in order to be reimbursed. Your debit card will be deactivated automatically. For information about your account including claim forms, you can visit the HR website at <https://web.kennesaw.edu/hr/content/flexible-spending-accounts> or contact Optum Bank Customer Service at 877-470-1771.

**Insurance Premiums and Payments:** Once you retire, you will be enrolled in direct debit with ADP COBRA Services. Your KSU Benefits Specialist will facilitate the enrollment by having you complete the enrollment form and attach a voided check. Premiums will be automatically withdrawn from your bank account on or around the 7<sup>th</sup> of each month. ***If your premium payments become more than 60 days in arrears, your retiree benefit coverage will be automatically cancelled without written notification. Additionally, once your coverage is cancelled, you will not be eligible to reinstate these benefits in the future even if premium payments are made.***

Any questions related to your direct debit draft should be directed to ADP customer service at **800-770-7981**.

**Aon Retiree Healthcare Exchange:** Once you and/or your spouse become Medicare eligible, you must enroll in Medicare Part A & B and provide HR a copy of your Medicare card(s). Once you and/or your spouse turn 65, you will lose medical and pharmacy coverage under the USG. You will be contacted by Aon Retiree Healthcare Exchange to work with a Benefits Advisor on choosing new healthcare and prescription benefits. **You can reach Aon at 866-212-5052.**

Again, congratulations as you embark on this new chapter in your life! Should you have any questions/concerns, please feel free to contact HR at 470-578-6030 or via email at [benefits@kennesaw.edu](mailto:benefits@kennesaw.edu).



**RETIREMENT FROM KSU BENEFITS ENROLLMENT & PROCESS FORM**

Name:

Employee ID:

Retirement Date:

Hire/Service Date:

Years of Service with KSU:

Age at Retirement:

Meets USG Retirement with Benefits Eligibility Requirements

**I. RETIREMENT BENEFITS ENROLLMENT**

To continue your benefits coverage into retirement check "Yes", to cancel coverage, check "No":		Monthly Premium Due	Yes	No
Medical		\$	<input type="checkbox"/>	<input type="checkbox"/>
Dental		\$	<input type="checkbox"/>	<input type="checkbox"/>
Vision		\$	<input type="checkbox"/>	<input type="checkbox"/>
Basic Life Insurance	\$25,000	<b>KSU PAYS</b>		
Supplemental Life Ins.		\$	<input type="checkbox"/>	<input type="checkbox"/>
Dependent Life Ins.		\$	<input type="checkbox"/>	<input type="checkbox"/>
Total Monthly Premium		\$		

**II. RETIREMENT PAPERWORK**

I have submitted my retirement letter to my Department Supervisor with copy to HR and Academic Affairs (faculty only)

Date: \_\_\_\_\_

I am a TRS Participant and have completed my TRS application and submitted it to TRS Date: \_\_\_\_\_;

(ORP Participants contact vendor directly to request distribution paperwork – **Fidelity:** 1-800-343-0860; **TIAA-CREF:** 1-800-842-2776; **VALIC:** 1-800-448-2542)

I would like to keep my KSU e-mail account  Yes  No

\_\_\_\_\_  
Secondary Email Address

I will enter my sick and/or vacation time in e-time for my final pay period two weeks prior to my retirement date.

(Your HR Benefits Specialist will contact you to verify your sick and vacation time taken in your final pay period. Any remaining vacation accruals will be paid to you (up to a maximum of 360 hours) in a separate check on your last pay date.)

**III. MEDICARE PART B & BENEFITS IN RETIREMENT**

Medicare Eligible:  Yes  No

If I, and/or my spouse, are Medicare eligible upon my retirement I must provide a copy of the Medicare card(s) to Human Resources. I also understand that being Medicare eligible upon retirement, I am no longer eligible for USG medical and pharmacy coverage. I/we will need to choose a new medical and pharmacy plan with Aon Retiree Healthcare Exchange effective my date of retirement. *Employee Initials Here:* \_\_\_\_\_

If I, and/or my spouse, are not Medicare-eligible upon retirement, I understand that upon becoming Medicare eligible, it is my responsibility to login to the ADP Portal at <https://portal.adp.com> to enter the Medicare information on-line and provide a copy of the Medicare card(s) to Human Resources. I also understand being Medicare eligible upon retirement, I am no longer eligible for USG medical and pharmacy coverage. I/we will need to choose a new medical and pharmacy plan with Aon Retiree Healthcare Exchange effective my date of retirement. *Employee Initials Here:* \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date