

Why plan for retirement?

Retirement is one of life's most significant events, and it is never too early to start planning for a smooth transition and a fulfilling new life chapter. This guide outlines many of the issues to consider as you near retirement.

Who is eligible to retire?

To retire from UC you must be at least age 50 (or 55 if hired after July 1, 2013) with at least five years of UC Retirement Plan service credit.

Can you afford to retire?

This is perhaps the most important question to ask yourself in determining your retirement date. UC offers several planning tools, including an online pension estimator and Fidelity's online Planning and Guidance Center.

The Emeriti/Retirees Relations Center

The ERRC recognizes the importance of retired staff and faculty and offers programs and services to keep retirees connected to the campus, including educational workshops, useful resource referrals and complimentary notary services for retirees.

The Emeriti and Retirees' Associations

The UCLA Emeriti Association (UCLA EA) and the UCLA Retirees' Association (UCLARA) are dues-supported organizations that advocate for UCLA retirees and plan programs for their members. All retired faculty and staff are encouraged to join their respective association.

RASC

The UC Retirement Administration Service Center (RASC) supports retired faculty and staff with such issues as the University of California Retirement Plan (UCRP) income, UCRP disability income and survivor benefits.

Contact information

UCLA Emeriti/Retirees Relations Center (ERRC)

Telephone: (310) 825-7456
Email: emeriti@errc.ucla.edu
Website: <http://errc.ucla.edu>

UCLA Emeriti Association (c/o ERRC)

Telephone: (310) 825-7456
Email: emeriti@errc.ucla.edu
Website: <http://emeriti.errc.ucla.edu>

UCLA Retirees' Association (c/o ERRC)

Telephone: (310) 825-7456
Email: uclara@ucla.edu
Website: <http://retirees.ucla.edu>

UC Retirement Administration Service Center

Telephone: (800) 888-8267
Websites: <http://ucnet.universityofcalifornia.edu>
<http://atyourserviceonline.ucop.edu>

UCLA Campus Human Resources (CHR)

Telephone: (310) 794-0800

UCLA Health Care Human Resources

Telephone: (310) 794-0500

ASUCLA Human Resources

Telephone: (310) 825-2991

Fidelity Retirement Services

Telephone: (866) 682-7787
Website: <http://myucretirement.com>

Social Security

Telephone: (800) 772-1213
Website: <http://ssa.gov>

Medicare enrollment

Call Social Security: (800) 722-1213
Website: <http://medicare.gov>

Steps to Retirement

from UCLA



*A suggested
timeline for
transitioning
to retirement*

03/2017

Throughout your career at UCLA

- Consider making pre-tax voluntary contributions to retirement accounts, e.g. 403(b) and 457(b). Check accounts annually. Fidelity Retirement Services offers classes, individual consultations and web-based resources.*
- If you have a spouse or domestic partner, involve him/her in all retirement decisions.
- As you think ahead to retirement, consider and explore options for family, lifestyle, work or volunteer and leisure-time activities.

Five years prior to retirement

- Visit *UC's At Your Service* website to estimate your pension income. After signing in to the website, click on "Retirement Estimator."**
- On an annual basis, visit the Social Security website to confirm your eligibility and view your benefits estimate statement.*
- Determine if past employers maintain reciprocal retirement agreements with UC. In very specific instances, UC maintains agreements with some public retirement systems.
- Attend retirement planning workshops offered by UCLA Campus Human Resources (CHR) or the Emeriti/Retirees Relations Center (ERRC).*
- If you are considering relocating after retirement, consider the implications on taxes, health care benefits (out-of-state retirees have different health care options), cost-of-living and proximity to family and friends.

Two to three years prior to retirement

- If you think you might want to join a club or organization and/or volunteer in your community after retirement, start now to begin making connections.

- Gather documents, such as Social Security card, birth certificate, marriage certificate (or divorce decree) or proof of domestic partnership, which may be needed when you elect a retirement income benefit. Securing records can be very time-consuming, especially if the records come from rural areas of the United States or from other countries. Once gathered, keep these documents in a secure, fire-safe location.

One year prior to retirement

- Attend retiree health care workshops offered by CHR. Decide whether you want to change health plans during Open Enrollment. You cannot change plans just because you retire, but you can change outside of the Open Enrollment period if you move outside of your plan's service area.*
- Meet with your tax advisor, financial planner and/or Fidelity consultant to review retirement account options and make necessary changes.
- Attend a Social Security workshop offered by Fidelity to learn more about options and timing for drawing benefits. If eligible to receive Social Security benefits (minimum age 62), apply three months before you want benefits to begin.*

Four to six months prior to retirement

- Attend a special CHR-sponsored retirement workshop to understand your retirement income options, the timeline for receiving payments and continuing health care benefits.*
- Use the UC Medical Plan Chooser on the *UC Net* website to estimate retiree health care costs for the coming year.*
- When ready to announce your retirement, write a letter of intent to your supervisor.
- Prepare for transfer of responsibilities at work.

- Some retirees may be asked by UCLA to return to a part-time appointment. After retirement, opportunities are limited and strict policies apply. If interested in such opportunities, contact the ERRC for more information.*

Three months prior to retirement

- All employees must coordinate with a benefits representative within 90 days prior to retirement, preferably 75–90 days prior. Campus and School of Medicine employees should contact CHR. Medical Center employees should contact the RASC. ASUCLA employees should contact the ASUCLA Human Resources Office.*
- Make retirement election choices. Upon receipt of completed retirement election form, sign it and return as directed. When the process is finalized, RASC will send a confirmation letter.

After you retire

- Contact the ERRC to obtain your retiree or emeriti *BruinCard*, which acts as a library card and provides discounts across campus.**
- Contact the ERRC to arrange for retiree parking privileges. Emeriti are eligible for emeriti parking permits. Retired staff/non-Senate academic parking permit eligibility is based on years of UCRP service credit.**
- Inform the ERRC of your post-retirement email address to receive regular updates that include news and events of interest to retirees.**
- Join the UCLA Emeriti Association (UCLA EA) or the UCLA Retirees' Association (UCLARA) to stay connected with colleagues, friends and the UCLA campus.**

* See contact information on back of this brochure.

** Additional information can be found on the ERRC website. See web address on back of this brochure.