

USG Benefits  
**Retirement Planning Guide**

*The next few years*  
are important

Understand what you need to do and when you need to do it.



University System  
of Georgia **Benefits**

# The University System of Georgia appreciates your service and wishes you a happy and fulfilling retirement.

This retirement guide will help you get started with planning your retirement. Please note that each USG employee will have different needs and goals for retirement, so planning now is important.



## Eligibility for USG Retiree Healthcare Benefits

The University System of Georgia (USG) provides healthcare benefits to employees enrolled in Teachers Retirement System of Georgia (TRS), Optional Retirement Plan (ORP) or Employee Retirement System (ERS) who meet the definition of retiree under the Board of Regents' policy 8.2.8.2. You must be an active USG healthcare plan participant **immediately** before you retire. If you are not currently enrolled in a USG healthcare plan, you should enroll during Open Enrollment in the year prior to your retirement to be eligible to continue USG retiree healthcare benefits into retirement.

### Retiring prior to age 65?

- Your USG retiree healthcare coverage will default to the same plan you and your pre-65 dependents were enrolled in as an active employee. If you're enrolled in an HMO plan and move out of the service area, you'll be defaulted into the Comprehensive Care plan.
- If you or your spouse is Medicare-eligible but under age 65, you must enroll in Medicare parts A and B. Medicare will pay primary and the USG healthcare plan will pay secondary.
- Your retiree dental, vision and basic life will default to the same USG plans you were enrolled in as an active employee. See page 4 for conversion options for voluntary benefits.
- USG policy requires retirees to enroll in direct debit to pay their monthly USG retiree benefit premiums.

**NOTE:** If your spouse is age 65 or older, they must enroll in Medicare Parts A and B prior to your date of retirement and then enroll in healthcare coverage through Alight Retiree Health Solutions (ARHS).

### Retiring at age 65 or older?

- Your USG retiree healthcare benefit is an annual contribution into a Health Reimbursement Account (HRA) that can help you pay for your healthcare premiums, Medicare and other qualified expenses. You will receive funding for yourself and each eligible dependent enrolled in a Medicare plan through ARHS.
- You must be enrolled in Medicare Parts A and B prior to your date of retirement to be eligible for the HRA.
- To maintain eligibility, you must enroll and remain enrolled in at least one Medicare Supplement, Prescription Drug Part D or Medicare Advantage plan through ARHS.
- Your retiree dental, vision and basic life default to the same USG plans you were enrolled in as an active employee. See page 4 for conversion options for voluntary benefits.

**NOTE:** If your spouse is pre-65, they will remain on the USG healthcare plan, and premiums must be paid by direct debit to OneUSG Connect - Benefits. If your spouse is Medicare-eligible, they must enroll in Medicare. Medicare will pay primary and the USG plan will pay secondary. Once your spouse turns age 65, they will enroll in healthcare coverage through ARHS.

For retirees hired on or after January 1, 2013, the pre-65 healthcare coverage and HRA contribution will be based on the [years of service chart](#). Please note, rates can change annually.



## Vacation and Sick Leave

- Up to 360 hours of unused vacation time is paid out by the next pay period after your retirement.
- If you are a TRS retiree, unused sick time can count toward your retirement service time. Contact TRS to discuss your unused sick leave eligibility or visit [www.trsga.com](http://www.trsga.com). Unused sick time does not apply toward your ORP retirement account balance.





## Important Note about Pre-65 and Post-65 USG Retiree Healthcare Benefits

- **Adding spouse after retirement** — If your spouse had other healthcare coverage at the time of your retirement and loses coverage at a later date, you are allowed to enroll your spouse within 30 days of the qualifying event by providing supporting documents.
- **Dropping coverage** — If you drop your coverage, you will not be allowed to enroll in coverage at a later date.
- **Dependent loss of coverage** — If your dependent has a loss of coverage, you may add them at a later date if you experience a qualifying event. You must have coverage in place in order for your dependents to have coverage through a qualifying life event.
- **Cancelled coverage** — If your retiree benefits are cancelled for nonpayment, you will not be allowed to enroll in USG healthcare insurance at a later date.



## Who to Contact

### OneUSG Connect - Benefits

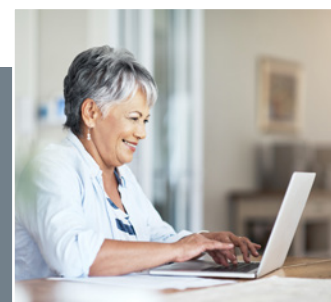
Visit [oneusgconnect.usg.edu](https://oneusgconnect.usg.edu) or contact the OneUSG Connect - Benefits Call Center at 1-844-5-USGBEN (1-844-587-4236) for any of the following:

- Asking questions about your USG retiree healthcare, dental, vision, life insurance or survivor benefits
- Filing a death claim
- Adding a spouse through a qualifying life event
- Updating your mailing or email address
- Enrolling in direct debit

### Alight Retiree Health Solutions (ARHS)

Visit [retiree.alight.com/usg](https://retiree.alight.com/usg) or call 1-866-212-5052 Monday–Friday, 9 a.m. to 9 p.m. ET for any of the following:

- Asking questions about your HRA balance, funding or requests for HRA reimbursement
- Enrolling in or making changes to your coverage through ARHS



## Your USG Benefits at Retirement

If pre-65, you and your covered dependents will be defaulted into the same coverage (i.e., USG healthcare, dental, vision) you had as an active employee, except for life insurance. Upon retirement, your life insurance will be reduced to the amounts allowed in retirement. Post-65 retiree healthcare will be through ARHS.

The table below provides an overview of how benefits transition. For complete information on USG retiree premiums visit [benefits.usg.edu/benefits-resources/retiree-premiums](https://benefits.usg.edu/benefits-resources/retiree-premiums).

ACTIVE EMPLOYEE BENEFITS	USG RETIREE BENEFITS**	RETIREE PREMIUMS**
USG Healthcare Plan	Coverage defaults to the same plan you were enrolled in as an active employee, if retiring pre-65.*  Coverage, when retiring at age 65 or older, will transition to the Alight Retiree Health Solutions platform.	Premiums may be different from your active employee premiums depending on your Medicare status.  USG will provide an annual contribution to an HRA for post-65 retirees to use toward premiums and out-of-pocket healthcare expenses.
Dental Plan	Coverage defaults to same plan you were enrolled in as an active employee.	Same as active employee rates
Vision Plan	Coverage defaults to same plan you were enrolled in as an active employee.	Same as active employee rates
Basic Life (\$25,000)	Basic Life (\$25,000)	No cost
Employee Supplemental Life	Retiree Supplemental Life will reduce to \$15,000.***	Cost depends on your age band at the time of retirement. Premiums will increase as you switch age bands as of January 1 of the following year.
Spouse Life	Retiree Spouse Life will reduce to \$5,000.***	\$8.46 per month
Child Life (Provides coverage to dependent children up to age 26.)	Retiree Child Life will reduce to 5,000.***	\$1.50 per month
Short-Term or Long-Term Disability	No coverage	Cannot be converted to a private policy
Legal Plan	No coverage	Conversion to an individual policy available at employee rates within 30 days after retirement
Critical Illness, Hospital Indemnity or Accident Plan	No coverage	Conversion to an individual policy available at employee rates within 30 days after retirement

\*For retirees hired on or after January 1, 2013, the pre-65 healthcare coverage and HRA contribution will be based on the [years of service chart](#).

\*\*Please note that rates can change year over year. Please confirm your rates by visiting [benefits.usg.edu](https://benefits.usg.edu).

\*\*\*You may continue the difference in coverage (portability option) by paying premiums directly to MetLife. You must contact MetLife within 31 days to initiate.

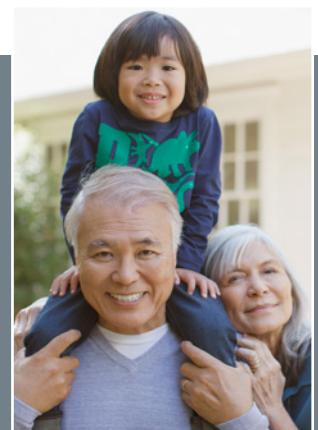


### USG Retiree Benefits Billing

Monthly premiums must be paid by direct debit from a checking or savings account. To set up direct debit, you can enroll online at [oneusgconnect.usg.edu](https://oneusgconnect.usg.edu) or call the OneUSG Connect - Benefits Call Center at 1-844-587-4236.

Payment is due on the first of each month for the current month of coverage. When you initially retire, your first bill may be delayed.

If your payment is late, your next bill will show a delinquency. The bill will show when your payment must be received to avoid cancellation of coverage. Any cancellation will be dated back to the last day of the month in which premiums were paid in full.



# Things to Consider As You Approach Retirement



This checklist of things to consider during the final stage of your career with USG can help you to get started.

## If You Are Within **FIVE** Years of Retirement

- ☐ **Create an account on the [Social Security Administration website](#)** to review your Social Security statements online and verify the accuracy of your annual earnings records that Social Security will use to calculate your benefits.
- ☐ **Review the Medicare and You booklet at [medicare.gov](#)**, which is published each year, to help understand how Medicare will work when you become eligible.
- ☐ **Understand what automatic income you will receive in retirement.** Most Americans will be able to claim Social Security benefits at some point between the age of 62 and 70, providing an inflation-adjusted income in retirement. In addition to Social Security, you may have a pension, an annuity or other forms of reliable income to help you cover your costs once you've retired.
- ☐ **Create a retirement budget.** You should come up with an accurate estimate of what you are spending now and what will change with your spending after retirement. An accurate picture of your retirement expenses is a key to a successful and stress-free retirement. Consulting with a financial advisor to come up with a budget and strategy for retirement planning is always an excellent idea at this stage.
- ☐ **Reassess your investment portfolio.** As you near retirement, it's time to consider moving some of your money from higher-risk investments like stocks into higher-certainty investments like CDs, Treasuries or investment grade bonds scheduled to mature just before you need the funds. Consult with a financial advisor about which types of investments might be right for you and how much money you should convert.
- ☐ **Plan your new routine.** Instead of waiting to retire to think about your new daily routine, plan ahead. Start thinking about trips you may want to take, continuing education courses you may want to attend, and new interests and hobbies you may want to explore. If you've worked full-time for many years, transitioning to retirement can be a big change so it's good to have a plan for how you will spend your free time.

## Don't forget to update your contact information!

When you are approaching a career change such as retirement, it's important to review and update your contact information for all of your benefits. As an active USG employee, your work email and home address can only be updated via Employee Self Service with your institution's HR/payroll system. Contact your HR office if you have questions.



## Retirement Plans and CAPTRUST Financial Advisory Services

Regardless of your USG Retiree plan, schedule time to discuss your retirement plans with CAPTRUST. USG has partnered with CAPTRUST to provide Retirement and Financial Advisory Services to USG employees. CAPTRUST offers a no-cost advice line for all benefits eligible employees, and representatives are available to provide financial advice regarding your retirement.

To schedule an appointment, call **1-800-967-9948** or go online at [captrustadvice.com/usg](#). Representatives are available Monday–Thursday 8:30 a.m.–5:30 p.m. and Friday 8:30 a.m.–4 p.m. ET.





## If You Are **ONE to FIVE Years** from Retirement

### Your USG Benefits in Retirement

- ☐ Read the Board of Regents policy for retirees, [Definition of a USG Retiree](#), and/or survivors, [Dependents of Deceased Employees, Disabled Employees, or Retirees](#).
- ☐ Meet with your HR/Benefits Office to discuss your USG retirement eligibility to continue health benefits in retirement.

### Your TRS, ERS or ORP Retirement

If you are a member of the [Teachers Retirement System of Georgia](#) (TRS), or [Employees Retirement System of Georgia](#) (ERS), schedule an appointment with TRS or ERS to discuss your eligibility to retire, your benefit amount at retirement and how you plan to provide for your beneficiary(ies).

- ☐ Call your retirement system directly: TRS at **1-404-352-6500** or ERS at **1-404-350-6300**.
- ☐ Create an online account by visiting [trsga.com](https://trsga.com).
- ☐ Review the [TRS retirement checklist](#) online.

If you are a member of the Optional Retirement Plan (ORP), schedule a financial counseling appointment with your retirement vendor to discuss your distribution options.

- ☐ Call them directly: Corebridge Financial at **1-800-448-2542**, Fidelity at **1-800-343-0860**, or TIAA at **1-800-842-2252**.
- ☐ Access your account(s) online by visiting [Corebridge Financial](#), [Fidelity](#) and [TIAA](#).

If you currently participate in 403(b) or 457(b) you should start meeting with your plan advisor to discuss plan distribution options. If you're not currently participating and would like additional information, please visit the [403\(b\) and 457\(b\) Plans](#) page or call CAPTRUST for more information at **1-800-967-9948**.

## If You Are **SIX Months to NINE Months** from Your Planned Retirement Date

- ☐ Meet with your HR/Benefits Office to discuss your retirement date, timing and next steps.
- ☐ Meet with your ORP Retirement Advisor for a one-on-one session to review your portfolio and request illustrations of your retirement distribution options.
- ☐ Meet with TRS or ERS to initiate the retirement process and confirm your date of retirement. Then, complete your retirement packet online.
- ☐ Confirm your retirement date with HR and announce dates to department chair/dean or supervisor.
- ☐ If you're eligible and would like your Social Security benefits to begin at the time of retirement, apply at least six months prior to your retirement date.

### If you're Medicare-eligible (age 65 or older) at time of retirement

- ☐ Begin your enrollment process for Medicare Parts A and B at least 90 days before your retirement if you or your spouse will be age 65 or older at the time of retirement.
  - Medicare Parts A and B are required to enroll in a plan with Alight Retiree Health Solutions (ARHS). Within 90 days of your turning 65, someone from ARHS will call to assist you with enrolling in a plan with ARHS.
- ☐ Contact your HR/Benefits Office for completion of your Medicare Confirmation of Coverage Enrollment form.