



FLORIDA ATLANTIC UNIVERSITY

YOUR
FUTURE
AWAITS

Retirement Processes

FAU Benefits & Retirement Department

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Florida Atlantic University - New Retiree Information

- Agenda
 - Discuss Retirement Procedures including:
 - Paperwork processing
 - State retirement
 - Optional Retirement Program (SUSORP)
 - FRS - Pension Plan & Investment Plan
 - State insurance – People First
 - Medicare
 - Leave payout
 - Sheltering funds
 - How to receive and submit documents



How to Retire from the State University System Optional Retirement Program

State University System Optional Retirement Program (ORP) Retirement

ORP paperwork – single form - Provided by FAU Benefits & Retirement department, ready for your review and signature.

- ORP Retire 1 form – must be notarized and signed off by HR
 - **Regular distribution:** 3 full calendar months after employment end date.
 - (IE: Last day 08/17/2021, Distribution 12/01/2021)
 - (IE: Last day 12/17/2021, Distribution 04/01/2022)

Month terminated	1st full month	2nd full month	3rd full month	Eligible for distribution
December	January	February	March	April

- **Early distribution:** Can elect to receive 10% early distribution* after 1 calendar month following month of end date
 - IE: Last day 08/17/2021, 10% Early distribution 10/01/2021
 - Must have reached normal retirement date to receive early distribution
 - Normal Retirement Date refers to the date in which you attain normal retirement by age, which is determined as follows:
 1. If initially enrolled in SUSORP before July 1, 2011, it is the first day of the month you attain age 62 (birth verification is required);
 - or
 - 2. If initially enrolled in SUSORP on or after July 1, 2011, it is the first day of the month you attain age 65. (birth verification is required).

How to Request a Distribution:

- **Complete ORP Retire 1 form***
- **Request** the distribution documents from your Investment Provider Company (Adobe PDF Document).
- **Return** the completed documents to your Investment Provider Company. There may be tax penalties if you access the funds prior to age 59½.
- * **DO NOT** forward the Investment Provider Company's documents to the division. The division does not sign your Investment Provider Company forms. The division will authorize your distribution by sending your approved application to your Investment Provider Company

Re-employment RULES:

- Before receiving a retirement distribution**, you must be terminated for three complete calendar months as provided in section 121.021(39), Florida Statutes.
- After receiving a retirement distribution**, you must remain off all SUSORP and FRS employer payrolls for an additional **six complete calendar months** to finalize your retirement.
- If you become employed with a SUSORP or FRS employer between the 7th & 12th calendar months following your month of distribution, you are ineligible to receive additional distributions paid directly to you or as a roll-over during this period.

https://www.myfrs.com/pdf/forms/reemployment_tables.pdf



How to Retire from the FRS INVESTMENT PLAN (not ORP)

- **FRS Investment** - will be provided by FAU Benefits & Retirement department, ready for your review and signature.

- **You can request a distribution only under these two circumstances:**
 - You terminated employment and have been off the payrolls of all FRS-participating employers for **3 full calendar months**.

Here's an example based on employment ending in December:

Month terminated	1st full month	2nd full month	3rd full month	Eligible for distribution
December	January	February	March	April

OR

- You reached normal retirement, have terminated employment, have been off the payrolls of all FRS-participating employers for 1 full calendar month, and are eligible for a one-time distribution of up to 10% of your account balance.
- **Health Insurance Subsidy* (HIS)** - Form will be provided by FAU Benefits & Retirement department, ready for your review and signature.
 - YOU must submit this HIS form directly to the FRS after your distribution date
 - *To be eligible to receive the HIS as an investment plan member, you must meet the Pension Plan's normal retirement age and service requirements for your class of membership and provide proper documentation certifying that you have health insurance coverage

How to Request a Distribution: The Investment Plan is designed to provide you income in your retirement. By Phone: 1-866-446-9377, Option 4 (TRS 711) You will need to provide your PIN. Online: MyFRS.com > Investment Plan (user ID and password required) Forgot Your PIN? Request a PIN reminder on MyFRS.com or call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 2 (TRS 711).

Re-employment RULES:

Re-employment Blackout Period:

- First 6 calendar months after disbursement = required to repay any distribution back to FRS
- 7-12 months after disbursement = any distributions will be canceled and any distributions you are receiving (including the Health Insurance Subsidy) will stop until you terminate employment or until 12 calendar months pass from your distribution date.
- After 12 months = No restrictions

https://www.myfrs.com/pdf/forms/reemployment_tables.pdf



FRS PENSION Retirement

- **FRS Pension** - Packet will be provided by FAU Benefits & Retirement department, ready for your review and signature.
 - **Notarization** is required for most forms in packet.
 - **Payout Options – CHOOSE 1 of 4:**
 - Option 1 - Single Life Annuity
 - Provides maximum monthly benefits for your lifetime
 - Option 2 - Reduced Life Annuity
 - Provides reduced lifetime monthly benefits;
 - if you die before 10 years - Beneficiary receives same benefit you were receiving for balance of 10 years.
 - Option 3 - Reduced Joint & Survivor Annuity
 - Provides you with a reduced monthly benefit for your lifetime
 - Payment of the same monthly benefit to your spouse or joint annuitant (who is financially dependent on you, for the remainder of their lifetime)
 - Option 4 – Reduced Annuity & 2/3 Survivor
 - Provides you with a reduced monthly benefit while both you and your spouse or your joint annuitant (who is financially dependent on you) are alive.
 - When either of you dies, the monthly benefit payable to the survivor is reduced to two-thirds of the monthly benefit.
 - **Direct Deposit:** Use your secure [FRS Online](#) account to enroll in direct deposit.
 - Please test your login prior to your retirement date!
 - **Pension Monthly Payment Schedule:**
https://www.dms.myflorida.com/workforce_operations/retirement/retirees/retirement_payment_schedule
 - **HIS (Health Insurance Subsidy)** form will be provided by FAU Benefits & Retirement department, ready for your review and signature.
 - YOU must submit this form directly to the FRS, after receiving your first pension payment by direct deposit

Re-employment RULES:

If you are a Pension Plan retiree & return to work with an FRS-participating employer:
Within 6 Calendar Months Your retirement will be voided and you and your employer will **be required to repay all of the Pension Plan benefits you have received, including any DROP payout.**

Calendar Months 7 to 12 Your Pension Plan benefits will be suspended for each month you are employed during this period (you must notify the Division of Retirement of your employment).
If your benefits are not timely suspended, you and your employer will be required to repay benefits you should not have received.

After 12 Calendar Months You will not be required to repay any prior benefits, and you will continue receiving benefits from the Pension Plan without interruption

https://www.myfrs.com/pdf/forms/reemployment_tables.pdf



RE-EMPLOYMENT RULES

After you retire, you can work for any **private employer**, for any public employer not participating in the FRS, or for any employer in another state, without affecting your FRS benefits.

YOU CANNOT WORK (or volunteer or independent contract) at FAU, or any other FRS agency for a period of time without negatively impacting your retirement benefits – see charts below for details.

- **ORP** - https://frs.fl.gov/forms/Optional_Reemployment_Limitations_Chart.pdf
 - You Must Remain off All Employer Payrolls for the Following Six (6) Calendar Months.
 - If You Reemploy During Calendar Months 7-12, You Will Be Ineligible for Distributions.
- **FRS INVESTMENT** - https://myfrs.com/pdf/forms/reemployment_flyerip.pdf
- **FRS PENSION** - https://www.myfrs.com/pdf/forms/reemployment_flyerpp.pdf
 - **Within 6 calendar months:** Your retirement will be voided and you and your employer will be required to repay all of the Pension Plan benefits you have received, including any DROP payout.
 - **During Calendar months 7-12:** Your Pension Plan benefits will be suspended for each month you are employed during this period (you must notify the Division of Retirement of your employment). If your benefits are not timely suspended, you and your employer will be required to repay benefits you should not have received.
 - **After 12 Calendar months:** You will not be required to repay any prior benefits, and you will continue receiving benefits from the Pension Plan without interruption.



Retiree Insurance Options

People First Insurance continuation/cancellation – People First retiree forms will be provided by FAU Benefits & Retirement department, ready for your review, elections, and signature.

https://www.mybenefits.myflorida.com/content/download/150861/1004226/DSGI_Retiree_Packet_Fillable_12072020.pdf

People First Retiree Forms are used to continue/cancel People First coverage*:

- **Health Insurance**

- Continue current coverage – for a [premium](#)

OR

- Enroll in a State of Florida Medicare Advantage - for a [premium](#) plan: https://www.mybenefits.myflorida.com/health/medicare_advantage_and_prescription_drug

OR

- Cancel State insurance

- **Life Insurance**

- Continue \$2,500 or \$10k coverage at increased premium

OR

- Cancel Life Insurance

Premium Rates: https://www.mybenefits.myflorida.com/health/premium_rates

***All other insurance plans through People First may be continued through Cobra for 18 months, or converted to private pay policies by contacting the providers directly.**



MEDICARE ENROLLMENT

Medicare A + B

Enroll at www.medicare.gov

- If you are over the age of 65 and have had FAU health insurance coverage, FAU Benefits & Retirement department will provide a signed copy of the Social Security Administration request for employment verification for you (and a spouse if applicable).
 - Social Security Administration form proves coverage and allows you to enroll in Medicare B without penalty.
 - Medicare premiums are either:
 - Deducted from Social Security payments
- Or**
- You mail a check to Social Security Administration



LEAVE PAYOUT

Annual and/or Sick Leave:

- Payout schedule – Leave payout is 1-2 pay periods after your final paycheck.
- Estimated Calculation will be sent by FAU Benefits & Retirement department with your retirement paperwork.

Voluntary Retirement Incentive Program LUMP SUM - Payout is after last paycheck

TAX SHELTERING PAYOUT FUNDS:

- **403(b) (pre-tax)**
 - Amend your salary reduction agreement if you have an active FAU 403(b)
 - <https://www.fau.edu/hr/files/Salary%20Reduction%20Agreement.pdf>

OR

- Open a 403(b) account with an FAU affiliated provider now
https://www.fau.edu/hr/files/403b_providers.pdf

and/or

- **457(b) Deferred Compensation** – Please contact the State Office of Deferred Compensation at 850-413-3162 or <https://www.myfloridadeferredcomp.com>.
 - 457 accounts available **only** through
 - Valic (AIG)
 - Voya (ING)
 - Nationwide (NRS)



Miscellaneous Information

- **Retiree Owl Card:**
 - Available to you AFTER your retirement date has passed.
 - Retain access to the FAU Library system
 - Receive local discounts through Owl Perks, etc.
 - Please visit student services Owl Card Center to obtain your retiree card (cost = \$10)
- **Workday:**
 - Access to Workday will be denied after your last day of employment
 - Update your mailing address as your W-2 will be sent to your mailing address in Workday
 - Prior to last day print paystubs and/or tax documents if needed
 - If you would like a copy of your final payslip, and leave payout payslips please email payroll@fau.edu to request copies.
- **Parking:**
 - Your parking permit will expire at the end of the semester you retire in, for example:
 - Last day of work = 08/15/2021 = Parking permit expires end of summer semester
 - Email faupark@fau.edu if you have questions about timing, or guest parking
- **Volunteer Opportunities*:**
 - <https://www.volunteermatch.org/> - Can filter by interest/location/type ie: in person, remote.
(*do not volunteer for an agency under the FRS service umbrella due to re-employment rules!)



Q&A - general questions about processes

Resources:

- **State Health Insurance:** People First Service Center 866-663-4735
- **FRS Retirement:** Florida Retirement System 1-866-446-9377
- **ORP Retirement:** State University System Optional Retirement Program 844-377-1888
- **FILELOCKER** – Secure file sharing
 - Instructions: <https://helpdesk.fau.edu/TDClient/2061/Portal/KB/ArticleDet?ID=62528>
 - Login: <https://filelocker.fau.edu/>

Email benefits@fau.edu with dates/times of availability to set up a private discussion if necessary

