

UNM VRIO RETIREMENT CHECKLIST - ALTERNATIVE RETIREMENT PLAN (ARP)

This checklist is intended to help you navigate the [Alternative Retirement Plan \(ARP\)](#) retirement process as a Voluntary Retirement Incentive Option (VRIO) participant. A UNM Benefits Representative will guide you through the tasks needed to start your retirement journey. Please contact hrbenefits@unm.edu to connect with your representative. For more information, email vrrio@unm.edu or visit <https://hr.unm.edu/retirement/vrio>.

Four Months Prior to Retirement

- Review your eligibility criteria to retire under the ARP according to [Policy 3600, section 3.6 and 3.7](#). You may also be eligible for UNM Post-Retirement Benefits if you meet criteria in these sections of the policy.
- Contact your ARP investment provider (Fidelity or TIAA) and schedule an appointment to discuss your ARP distribution options and retirement planning:
 - FIDELITY** - Contact Sam Casad at 303-549-6274 or samuel.casad@fmr.com or via the [Fidelity website](#).
 - TIAA** - Contact Julie Flores at 800-732-8353 or [click here to schedule an appointment](#).
- Fidelity or TIAA will provide your distribution paperwork upon request (See *Two to Three Months Prior* section below).

Three Months Prior to Retirement

- Decide if you are going to accept the VRIO offer.
 - If so, follow the instructions in your VRIO offer email, paying attention to applicable deadlines that are also listed on the VRIO web site at <https://hr.unm.edu/retirement/vrio>
 - Contact vrrio@unm.edu to discuss any questions with Human Resources
- Notify your department of your intended retirement date. It is recommended that you provide your department with notice in writing at the earliest possible opportunity. You must provide written notice to your department in accordance with the applicable policy below:
 - **UNM Faculty** should refer to the notice requirements provided in the [UNM Faculty Handbook](#), Section B5, Separation from The University.
 - **UNM Staff must** notify your department within four weeks of your retirement date, as outlined in [University Policy 3225: Separation of Employment](#). Also see the *One to Two Months Prior* section below.

For questions about the VRIO program, contact vrrio@unm.edu.

- If you qualify for UNM Retiree status, your Benefits Representative will coordinate with your employment area to start your UNM Retiree status on the first day of the month following your last day worked.
- As soon as you confirm you are eligible to retire under the ARP, **but no later than 90 days prior to your anticipated UNM retirement date**, contact Benefits & Employee Wellness. Your designated UNM Benefits Representative is assigned according to *the first letter of your last name* at hrbenefits@unm.edu:
 - **Jane Brantley: A, D, L – Q**
 - **Lana Robinson: B, E – K, X – Z**
 - **Laverne Brooks: C, R – W**

Your designated Benefits Representative will provide you with:

- Benefits enrollment forms if you meet the criteria in [University Policy 3600, section 3.6 and 3.7](#) for Post-Retirement Benefits

UNM ARP RETIREMENT CHECKLIST, continued...

Three Months Prior to Retirement, continued...

Medicare-Eligible Retirees:

- Center for Medicare Services (CMS) insurance verification forms, needed when you apply for Medicare, will be provided to you by your Benefits Representative if you are eligible for UNM retiree medical benefits
- You must submit CMS Insurance Verification paperwork to the local Social Security office when you apply for Medicare Part B (and Part A if you initially waived)
- Review your UNM post-retirement Medicare, Dental, and Life insurance options with your Benefits Representative
- For more about how to apply for Medicare visit <http://www.ssa.gov/pgm/medicare.htm>

Two to Three Months Prior to Retirement

Submit UNM Post-Retirement Benefit forms to your Benefits Representative

- Retiree Benefit Election Form
- UNM Medicare Plan enrollment form (if Medicare-eligible) including a copy of your Medicare Part A & B Card

NOTE: All Medicare-Eligible Retirees and/or their dependents must enroll in Medicare within 60 days of their retirement date to avoid late-enrollment penalties under Medicare and possible interruption of UNM benefit coverage.

Contact Fidelity or TIAA for ARP provider distribution paperwork

- Apply for a distribution (of any size) from your ARP account, to be effective in the month following your last scheduled date of employment with UNM.
- Provide the original signed distribution paperwork to [UNM Payroll](#) and a copy to your Benefits Representative via secure upload to <https://hr.unm.edu/upload>

One to Two Months Prior to Retirement

30 days prior to your retirement, confirm your department has your last day of work in writing. Human Resources will automatically notify your department four weeks prior to your retirement date.

Note: Your official retirement date is the first day of the month following your last day of work.

Medicare-eligible retirees should receive a Medicare card showing both Part A and B from Social Security Administration approximately one month prior to the scheduled retirement date. After receiving your Medicare card:

- Select a UNM-sponsored Medicare Supplement or Advantage Plan
- Request the appropriate enrollment application from your designated Benefits Representative
- Submit a copy of the enrollment application and a copy of the retiree's Medicare card to your Benefits Representative

One Week Prior to Retirement

UNM Staff

- You will receive an email from staffexit@unm.edu with instructions for completing the [UNM Exit Survey](#)
 - If you did not receive an email and would like to complete the survey, submit a request to staffexit@unm.edu
- Download and complete the [Separation Checklist for Staff](#) and submit to Payroll at pay@unm.edu
 - Many departments offer remote options for completing their section of the checklist
 - See contact information or web address on the checklist for each applicable office

UNM ARP RETIREMENT CHECKLIST, continued...

One Week Prior to Retirement, continued...

- UNM Faculty - Request separation checklist paperwork from your appropriate employment area. On or before your last day of employment, complete and return forms to [Office of Faculty Affairs & Services](#) (main/branch campuses)
- UNM Faculty and Staff - Prior to retirement:
 - Confirm your mailing address and contact information is current with UNM
 - Address updates can be completed via myUNM > LoboWeb > Personal Information

First Week of Retirement

- Your Benefits Representative will mail you a packet containing:
 - A UNM benefits confirmation letter
 - Instructions to set up auto-pay for UNM post-retirement benefits through the Bursar's office
 - If eligible, Long Term Care (LTC) continuation of coverage paperwork
 - If you wish to continue LTC coverage into retirement, you must complete and return enrollment forms directly to the provider (Unum) within 90 days of the separation date

Second Week of Retirement

- Contact UNM Bursar's Office if you elect post-retirement medical, dental and/or life insurance benefits at retirement.
 - The Bursar's office will generate an invoice for your portion of premiums each month.
 - All premiums must be *paid in full* by the invoice due date to avoid late fees each month.
 - **Failure to pay premiums will result in cancellation of your post-retirement benefits. Once cancelled for non-payment you cannot be re-enrolled**
- Check your Bursar billing monthly to ensure your payment was received.
 - Consider setting up autopayment with the Bursar's office to ensure payments are timely.
 - **Your payment will not process if you do not adjust it to cover the new monthly balance owed.** Contact [UNM Bursar's Office](#) for more details.

Ongoing

- Continue to keep your address, phone number, email and emergency contact information updated
 - Contact HR Service Center at hrfiles@unm.edu to ensure you receive important retiree communications from UNM
- Annually following Open Enrollment, contact [UNM Bursar's Office](#) to ensure benefit payments sufficient to cover increasing premiums
- Stay connected!** Consider joining [UNM Retiree Association](#)

For more information about the UNM retirement process, contact UNM Benefits & Employee Wellness at hrbenefits@unm.edu or visit the [UNM Retirement Plans webpage](#).