

## Why plan for retirement?

It is never too early, or too late, to start planning for retirement. This guide will make you aware of some of the issues you should consider as you plan for your retirement. It is not a substitute for individual retirement planning, nor does UC Davis offer any individual legal, tax or retirement advice.

## Who is eligible to retire?

To retire from UC Davis, you must be at least age 50 (or 55 if hired after July 1, 2013) with at least five years of UC Retirement Plan (UCRP) service credit. To be eligible for UCRP, you must have a minimum 50% appointment for a year or more, or work 1,000 eligible hours in a 12-month period (750 hours for non-Senate faculty positions).

## Can you afford to retire?

This is perhaps the most important question you should ask yourself in determining your retirement date. UC provides several helpful tools. UC's *UCnet* website features a pension estimator tool and Fidelity Retirement Services' *netbenefits* website includes a detailed retirement income planner tool.

## The UC Davis Retiree Center

The UC Davis Retiree Center recognizes the importance of retired faculty, academics and staff and facilitates their status as lifelong members of the UC Davis community. The Center's primary mission is to keep retirees connected to UC Davis.

The Center serves the Davis and Sacramento campuses by providing the following services and programs:

- Serves as the office of record and the campus connection for retirees
- Supports the UC Davis Emeriti Association and the UC Davis Retirees' Association
- Plans retiree events and day trips
- Connects retirees with volunteer opportunities on both the Davis and Sacramento campuses
- Provides information and referrals for retirees
- Provides resources for retirement planning

## Contact information

### UC Davis Retiree Center

Phone: (530) 752-5182 (Davis campus)  
(916) 703-2470 (Sacramento campus)  
Email: [retireecenter@ucdavis.edu](mailto:retireecenter@ucdavis.edu)  
Website: <http://retireecenter.ucdavis.edu>

### UC Retirement Administration Service Center

Phone: (800) 888-8267  
Website: <http://ucnet.universityofcalifornia.edu>

### UC Davis Health Care Facilitator Program

Phone: (530) 752-7840 (Davis campus) or  
(916) 734-8880 (Sacramento campus)  
Website: <http://www.hr.ucdavis.edu/hcf>

### Staff Dev. & Professional Services (Davis campus)

Phone: (530) 752-1766  
Website: <http://sdps.ucdavis.edu>

### Training & Development Dept. (Sacramento campus)

Phone: (916) 734-2676  
Website: <http://www.ucdmc.ucdavis.edu/hr/training/>

### Fidelity Retirement Services

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

### Social Security

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

### Medicare

Enrollment—apply at Medicare website, then coordinate with UC Health Care Facilitator (see contact information above)  
Claims: (800) 633-4227 (800-MEDICARE)  
Website: <http://medicare.gov>

### UC Davis Emeriti Association

Phone: (530) 752-5182  
Email: [retireecenter@ucdavis.edu](mailto:retireecenter@ucdavis.edu)  
Website: <http://emeritiassociation.ucdavis.edu>

### UC Davis Retirees' Association

Phone: (530) 752-5182  
Email: [retireecenter@ucdavis.edu](mailto:retireecenter@ucdavis.edu)  
Website: <http://ucdra.ucdavis.edu>

# Steps to Retirement

from UC Davis



*A Timeline and  
Step-by-Step  
Guide to  
Assist Your Transition  
into Retirement*

**UC DAVIS**  
**RETIREE CENTER**

## Throughout your career at UC Davis

- ❑ Contribute to UC's retirement accounts and check yearly to see if retirement savings are on track. Attend classes offered by Fidelity Retirement Services or visit their website to learn more.\*
- ❑ If you have a spouse or domestic partner, involve him/her in all retirement decisions.

## Five years prior to retirement

- ❑ Attend the Retiree Center's "Transitioning to Retirement" classes offered annually during winter quarter. Alternately, view webinars and online resources on the Retiree Center's retirement planning web page.\*\*
- ❑ Visit the *UCnet* website to get an estimate of your pension income and retiree health care costs or contact the UC Retirement Administration Service Center (RASC).\*
- ❑ Visit the Social Security website to confirm your eligibility and view your estimate statement.\*
- ❑ Contact past employers to see if you qualify for retirement income. UCRP maintains reciprocal agreements with some public retirement systems.

## Four years prior to retirement

- ❑ If you are considering relocation, visit potential destinations at different times of the year. If possible, stay for an extended amount of time. Consider the implications on cost-of-living, taxes, health benefits, area amenities, quality of life and proximity to family and friends.
- ❑ If desired, make an appointment with a career counselor at Staff Development and Professional Services to discuss potential work or volunteer options after retirement. Employees are eligible for two free appointments each year.\*

## Three years prior to retirement

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



- ❑ Fidelity representatives are available for private consultations at both Retiree Center locations. Schedule an appointment to discuss your UC retirement account and other financial planning.\*

## Two years prior to retirement

- ❑ Review your Earnings and Benefit Estimate Statement on the Social Security website.\*
- ❑ If you think you might want to join a club or organization after retirement, join now to start making connections.

## One year prior to retirement

- ❑ If a refresher is needed, register for the Retiree Center's "Transitioning to Retirement" classes.\*\*
- ❑ Consider any potential changes to your health plans during Open Enrollment. You cannot change plans just because you retire. Visit the Health Care Facilitator Program website for more details.\*
- ❑ Meet with your tax advisor, financial planner or Fidelity retirement consultant to review account options and make adjustments if needed.

## Six months prior to retirement

- ❑ If you have an interest in work at UC after retirement, please be aware there are specific policies in place. Please refer to the "Returning to Work after Retirement" at *UCnet*.\*
- ❑ When ready to announce your retirement, write a letter of intent to your supervisor.

- ❑ Prepare for transfer of responsibilities at work.

## Three months prior to retirement

- ❑ All retirees must coordinate with a UC benefits representative within 90 days prior to retirement (preferably 75–90 days prior). Contact the RASC to schedule a telephone appointment. The representative will inform you of your options and send you a retirement election form.\*
- ❑ Review the election form, sign it, and return it to the RASC. When the process is complete, RASC will send you a confirmation letter.
- ❑ If eligible for Social Security (min. age 62), apply three months before you want benefits to begin.\*
- ❑ If eligible, work with your department to retain your UC Davis email address (*emeriti/ae*) or contact IT Express to apply for a complimentary email forwarding service (currently available to Davis staff only).\*\*

## One month prior to retirement

- ❑ Review your paycheck stub and contact the appropriate offices to cancel any reductions or deductions, such as credit union loans or monthly parking payments.

## After you retire

- ❑ You are encouraged to join the UC Davis Retirees' Association (UCDRA) or the UC Davis Emeriti Association (UCDEA), both of which advocate for retirees and provide member benefits.\*\*
- ❑ Obtain your retiree *AggieCard*, which entitles you to benefits and discounts across campus.\*\*
- ❑ Obtain your complimentary retiree (RT) campus parking permit. The RT permit is valid in "A" parking spaces on the Davis campus and "B" parking spaces at the UC Davis health system.\*\*
- ❑ If you do not retain your UC Davis email account, inform the Retiree Center of your post-retirement email address to stay informed about important retiree information.\*

\* Contact information is on the back of this brochure.

\*\* Additional information can be found on the Retiree Center website.