



Retirement Checklist

Faculty Retirement: Faculty members intending to resign or retire from Loyola are asked to provide notice of this intention as early in the academic year as possible, preferably by January 1st. Letters of resignation or retirement should be directed to the Senior Academic Officer with copies to the appropriate departmental chairpersons, academic supervisors and deans.

- **Phased Retirement Program**

Full-time tenured Faculty members interested in participating in the voluntary phased retirement program should contact the Director of Faculty Administration in the respective Provost's Office no later than May 1st of the academic year prior to entering the phased retirement program. For additional information on this program, see the *Tenured Faculty Phased Retirement Program Policy* located at <https://www.luc.edu/policy/academicpolicies/facultyadministration>.

Staff Retirement: Staff members should notify their manager in writing 90 days prior to retirement or as soon as possible.

90 Days Prior to Retirement

Apply for Social Security benefits (if applicable)

- Apply online at www.ssa.gov or call your local Social Security office: **800.772.1213**.

Enroll in both Medicare Part A & Part B through your local Social Security office, if eligible

- Contact Medicare: **800.MEDICARE** or visit www.medicare.gov.
- Complete the top section of the [Medicare Request for Employment Information Form](#) and return to Human Resources at benefits@luc.edu for signature.

Contact your 403(b) Defined Contribution Retirement Plan Provider(s) to discuss your retirement income options

- Transamerica: **773.508.2770** or www.transamerica.com/portal/luc
- Fidelity Investments: **800.642.7131** or www.fidelity.com
- TIAA-CREF: **800.842.2252** or www.tiaa.org/public/tcm/luc
- AIG Retirement Services (formerly VALIC): **800.448.2542** or <https://www.valic.com>

60 Days Prior to Retirement

- Members of the Loyola University Employees' Retirement Plan (LUERP) should contact the LUERP office to obtain an estimate of your LUERP account**
 - The LUERP plan was frozen in 2004. Please email luerp@luc.edu or call **312.915.7209** or **312.915.7925**. Learn more at <http://www.luc.edu/hr/luerp.shtml>.
- Contact Via Benefits at 855.229.3283 to discuss Supplemental Medicare Health Insurance plans after retirement (Dental and Vision plans are also available)**
 - Visit <https://my.viabenefits.com/loyola>.
- Schedule an appointment with your Financial Advisor to obtain advice on your retirement payment options**

30 Days Prior to Retirement

- Review and return the [Retiree Statement of Privileges Form](#) to Human Resources at benefits@luc.edu**
- Review and return the [Health Reimbursement Account Form](#) to Human Resources at benefits@luc.edu**
- Stop transit deductions by visiting loyolaexpress.com**
 - Any unused funds will be forfeited

15 - 30 Days After Retirement

- Review and complete COBRA forms (if electing to continue health, dental and vision coverage) and return to BenefitExpress**
 - Visit <http://www.myonlinecobra.com>.

30 Days After Retirement

- Members of LUERP should review and complete LUERP paperwork**
 - To check on status, contact the LUERP Office at: LUERP@luc.edu or **312.915.7209** / **312.915.7925**.
- Emeriti Faculty Caucus**
 - All emeriti and retired faculty are invited to join the Emeriti Faculty Caucus, which is a voluntary association of retired Loyola faculty who want to continue scholarly work and participation in the mission of the University. To join this association, please review the Emeriti Faculty Caucus webpage at <https://www.luc.edu/emeriti/joinus>.