Employee Benefits at Retirement  
For UW System Employees Applying for a  
Wisconsin Retirement System (WRS) Retirement Benefit

The information on this document pertains to employees who are terminating employment and applying for an immediate retirement annuity (or lump sum retirement benefit) from the Wisconsin Retirement System. An immediate annuity begins within 30 days of your termination date. If your annuity begins more than 30 days after your termination date, this document is not applicable to you.

If you are unsure what benefits you carry, please go to the [My UW System portal](#) to review your benefits.

<p>| Applying for a WRS Annuity | You can request a retirement benefit estimate and application up to one year in advance of your retirement by either submitting an online request or contacting the Dept. of Employee Trust Funds (ETF) at 1-877-533-5020. This is the form that you will need to submit to ETF to begin receiving your annuity. You can submit your completed application to ETF up to 90 days before your official employment termination date. In order to have an immediate annuity and continue the majority of your benefits, you must submit your application to ETF no later than 90 days after your official employment termination date. Use <a href="#">ETF’s online calculators</a> to estimate your monthly annuity, determine your variable excess or deficiency, help you understand whether or not you should select an accelerated annuity benefit, calculate tax withholding on your annuity payment, or buy back forfeited or qualifying service. |
| State Group Health Insurance | Health insurance coverage through active employment ends at the end of the month of termination. For example, if your last day paid is during the month of June, your health insurance coverage will end on June 30th. You can continue State Group Health insurance for the rest of your life. You can pay the premium with sick leave credits (see Using Sick Leave Credits section) until they are exhausted. Once exhausted, the premium will be deducted from your annuity. If your annuity is not large enough, the carrier will bill you directly. See <a href="#">ETF’s It’s Your Choice Materials</a> for annuitant health insurance rates. |
| Using Sick Leave Credits to Pay for Health Insurance | There are two programs that determine the value of your sick leave credits at retirement. The Accumulated Sick Leave Conversion Credit Program (ASLCC) and the Supplemental Health Insurance Conversion Credit Program (SHICC). Use the online <a href="#">Sick Leave Estimator</a> to estimate the value of your sick leave credits. The <a href="#">ASLCC program</a> allows the conversion of unused sick leave to pay for State Group Health Insurance in retirement, as well as at death, layoff or termination with 20 years of state/UW WRS service. Under this program, accumulated sick leave is multiplied by the employee’s highest basic pay rate and converted to credits to pay for State Group Health Insurance. The <a href="#">SHICC program</a> allows employees who have at least 15 years of continuous state service to earn sick leave credits in addition to those provided by the ASLCC program. Eligible employees earn up to 52 supplemental credits/year for years 1-24 of service and up to 104 supplemental credits/year for years 25 and beyond. <strong>Note:</strong> the number of supplemental credits may not exceed the actual number of sick leave hours an employee has accumulated. For additional information about the programs, please review ETF’s <a href="#">Sick Leave Conversion Credit Program</a> brochure. |</p>
<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Coverage Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Continuation Insurance (ICI)</td>
<td>Coverage ends on the date employment terminates.</td>
</tr>
<tr>
<td>EPIC Benefits+</td>
<td>Coverage ends at the end of the month employment terminates. If you want to continue coverage, you must submit a continuation form to the EPIC Life Insurance Company within 60 days of the coverage end date or 60 days from the date on the continuation form, whichever is later. Contact your human resources office for a continuation form. You may continue EPIC Benefits+ coverage indefinitely by continuing to pay the premium directly to EPIC in a timely manner. You will pay a slightly higher premium than you did as an active employee. See the EPIC Benefits+ Annuitant brochure for plan and premium information.</td>
</tr>
<tr>
<td>Dental Wisconsin Dental Insurance</td>
<td>Coverage ends at the end of the month employment terminates. If you want to continue coverage, you must submit a continuation form to the EPIC Life Insurance Company within 60 days of the coverage end date or 60 days from the date on the continuation form, whichever is later. Contact your human resources office for a continuation form. You may continue Dental Wisconsin coverage indefinitely by continuing to pay the premium directly to EPIC in a timely manner. You will pay a slightly higher premium than you did as an active employee. See the Dental Wisconsin brochure for plan and premium information (you pay “Annuitant” premium).</td>
</tr>
<tr>
<td>VSP Vision Insurance</td>
<td>Coverage ends at the end of the month employment terminates. If you want to continue coverage, you must submit a continuation form to VSP within 60 days of the coverage end date or 60 days from the date on the continuation form, whichever is later. Contact your human resources office for a continuation form. You may continue VSP coverage indefinitely by continuing to pay the premium directly to VSP in a timely manner. You will continue to pay the same premium you paid as an active employee. See the UWSA VSP website for plan and premium information.</td>
</tr>
</tbody>
</table>
| State Group Life Insurance      | Coverage end date through active employment is the end of the month employment terminates. You are eligible to continue coverage indefinitely if:  
  - You were covered under the WRS prior to 1990 (without taking a separation benefit for this period of service; OR  
  - You have at least one month of life insurance coverage in each of five calendar years after 1989.  
If you carry Spouse/Domestic Partner & Dependent coverage, this coverage will also end at the end of the month employment terminates. Any covered dependents may be eligible to convert coverage to an individual policy by submitting a conversion form and first premium directly to Securian within 31 days of the coverage end date. |
### State Group Life Insurance continued

If you take an immediate WRS annuity and meet one of the eligibility criteria above, your coverage will automatically continue; you do not need to complete a continuation form. Your employer will certify your coverage level to the ETF and premiums will automatically be taken from your retirement annuity until age 65. You continue to pay the same premiums as active employees.

No premiums are due once you turn 65 and are retired. Coverage is reduced to 75% of Basic coverage at age 65 and to 50% of Basic coverage at age 66.

See the following ETF brochures for more information about coverage in retirement:
- State Group Life Insurance Plan Booklet
- Group Life Insurance after You Terminate Employment
- Converting Your Group Life Insurance to Pay Health or Long-Term Care Insurance Premiums

### Individual & Family Group Life Insurance

Coverage ends at the end of the month employment terminates. You may be eligible to convert coverage to an individual policy by submitting a conversion form and first premium directly to Securian within 31 days of your coverage end date.

### UW Employees Inc. Life Insurance

Coverage ends at the end of the month employment terminates. You may be eligible to convert coverage to an individual policy by submitting a conversion form and first premium directly to Securian within 31 days of your coverage end date.

### Accidental Death & Dismemberment Life Insurance

Coverage ends at the end of the month employment terminates. You may continue coverage indefinitely as a retiree by submitting a continuation form and payment directly to Hausmann-Johnson no later than 60 days after your coverage end date. Coverage decreases on a sliding scale beginning at age 70. Contact your human resources office for a continuation form.

Rates may be different upon retirement for continuation of benefits. See the AD&D Retiree Fact Sheet for benefit and premium information.

### UIA Life Insurance (Faculty, Academic Staff or Limited employees only)

Coverage continues until September 30th following your termination date provided the premium is paid through that date. You may be eligible to continue your coverage indefinitely by submitting a continuation form and premium directly to Securian no later than November 29th following your coverage end date. Late continuation forms will be rejected. Contact your human resources office for a continuation form.

### Flexible Spending Accounts

**Health Care FSA/ Limited Purpose FSA:** If you do not continue coverage, coverage ends at the end of the month in which your last FSA deduction was taken. Expenses for services received after this date are not reimbursable. You may continue coverage by 1) contributing the remainder of your annual election via a tax-free lump sum contribution taken from your last paycheck(s) or 2) contribute after-tax payments to your account (contact your human resources office for a continuation form). If you contribute your full annual election, you can incur eligible expenses through the end of the plan year. If you only have carryover funds from the prior plan year, and did not participate in the current plan year, your coverage will end on your retirement date. **Note:** Expenses must be incurred by the end of the plan year, unless otherwise stated—there is no carryover provision when you are no longer an active employee. All claims for reimbursement must be submitted to TASC within 90-days from the end of the plan year.

**Dependent Care FSA:** When you terminate employment, you cannot continue contributions. You can continue to incur expenses and request reimbursement from your account until you exhaust the balance or the end of the plan year, whichever is earlier. All claims for reimbursement must be submitted to TASC within 90-days from the end of the plan year.
| Health Savings Account | Contributions will end automatically on your last paycheck. You may continue to make contributions to your HSA as long as you remain enrolled in a State of WI High Deductible Health Plan and as long as you are not currently eligible for or enrolled in Medicare. Contributions made will be on a post-tax basis and can be set up through your HSA account on TASC’s website.

You may continue to use your HSA to pay for qualified medical expenses. The funds will roll over each year.

An administrative fee of $3.00/mo will be deducted from your balance on the 1st of each month. |
| Parking and/or Transit Account with TASC | Contributions will end automatically on your last paycheck. Coverage ends at the end of the month in which your last parking and/or transit deduction was taken. Transportation expenses incurred after this date are not reimbursable. There is no carryover provision when you are no longer an active employee. |
| Tax-Sheltered Annuity 403(b) Account (TSA) | You may stop contributions at any time by filing a Salary Reduction Agreement. Contributions will end automatically on your last paycheck. After termination of employment (or at age 59½ or later if still employed) you may withdraw some or all of your account and you will not be subject to an early withdrawal tax penalty. Contact your investment company(s) for more information. |
| Wisconsin Deferred Compensation Account | You may stop contributions at any time by contacting Wisconsin Deferred Compensation directly. Contributions will end automatically on your last paycheck. After termination of employment you may withdraw some or all of your account and you will not be subject to an early withdrawal tax penalty. |
| Accrued Leave Time (Vacation, Banked Leave, Personal Holidays, ALRA, Compensatory Time) | You should talk to your department to determine if there are any restrictions about how unused accrued leave at retirement can be paid out to you. Generally, there are two options:

1. Receive a lump-sum payment for accrued vacation and other leave time owed to you on either your final paycheck or a separate check after your termination date. You may defer most of the lump sum payment to your Wisconsin Deferred Compensation and/or Tax-Sheltered Annuity account(s) – annual contribution limits apply. You will need to work with your payroll office to set up the deduction to coincide with the paycheck that contains the lump-sum payout. This payment is not reportable for WRS purposes.

2. Use any accrued time to remain on payroll after your last physical day of employment. If you elect this option, your retirement date is your last day paid (not last day worked). If you remain on payroll, you will continue to accrue leave, receive your regular earnings and be eligible for all benefit deductions. All earnings will be reportable to the WRS. **This option requires employer approval.** |

**Note:** Your human resources office will provide continuation and conversion forms to you. The employer section of these forms must be completed by the UW System before you send them to the applicable vendor/company.

*Every effort has been made to ensure that this information is correct and current. However, the terms and conditions of UW benefits programs are established by state and federal laws and regulations, the relevant contracts, and the policies of the Board of Regents. These sources of authority control over the information in this fact sheet to the extent there are any differences or conflicts.*

*If you need this material interpreted or in a different form, or if you need assistance using this service, please contact us.*

University of Wisconsin System
780 Regent St. Suite 224
Madison, WI 53715
www.wisconsin.edu/ohrwd/