

	<p>Bring your timesheets up to date:</p> <ul style="list-style-type: none"> • Check with the time and attendance contact person in your department before your last day of work to ensure all timesheets have been received • Ensure you have entered your electronic final time and attendance information at http://www.suny.edu/hrportal • Unused vacation up to 30 days is paid in a lump sum at time of retirement (Note holidays, personal leave or vacation over 30 days are <i>not</i> paid out).
	<ul style="list-style-type: none"> • You have the option to calculate your <u>estimated</u> monthly sick leave credit using the Calculate Your Sick Leave Credit guidelines. • Your <u>final</u> sick leave credit will be calculated by HR as an estimate in preparation for your Retirement Exit Meeting with Human Resources. • The Department of Civil Service will approve the final sick leave credit calculation.
	<ul style="list-style-type: none"> • If you or any of your dependents covered under your current NYSHIP health plan are age 65 or older or disabled, you must enroll in Medicare A & B only <i>via</i> the Social Security Administration Office. Do not enroll in Medicare part C or D. • Your NYSHIP health insurance will be secondary to Medicare effective the first day of the month following the two-pay-period “run-out.” The Social Security Administration may be reached at (800) 772-1213. The local office is at 4050 West Ridge Road, Hampton Ridge Professional Building, 2nd Floor, Greece, NY.
	<ul style="list-style-type: none"> • Attend your Retirement Exit Meeting with Employee Benefits prior to retirement date to finalize paperwork, discuss other retirement details and answer any final questions you may have. • Your spouse or partner is invited to attend. • At the exit meeting, employee benefits will complete the following forms with you: PS-404 Health Insurance Transaction Form, a Dual Annuitant Sick Leave Credit Election Form, a Survivor’s Benefit Program Form RS 6355 and if applicable, the form to Defer Health Insurance & Sick Leave Credit Indefinitely. • HR will provide you with copies of all fully-executed forms.
	<p>Congratulations and enjoy your retirement!</p>