
EMPLOYEE GUIDE FOR RETIRING UNDER FRS PENSION PLAN

1. Your **Member Annual Statements** and your service history, available from your [FRS Online account](#), will help you track when you will reach normal retirement and allow you to project estimates of benefits. Contact the [MyFRS Financial Guidance Counselors](#) at 1-866-446-9377 or schedule an **appointment online** to review your retirement account and get an estimate of your income at retirement. Review FRS publications: [FRS Member Handbook](#) and [Ready. Set. Retire.](#)
2. Employee must provide notice of retirement and date to supervisor. **Note:** [Separation from Employment/Transfer Clearance Form](#) is required for all employees separating employment, and it needs to be completed by the department.
3. Employee is required to return all university property issued during their tenure and to settle all outstanding debts and accounts with the university prior to their last day.
4. To apply for Pension Plan benefits, you must complete an [Application for Service Retirement](#) 3-6 months prior to the date you want to retire. Return completed application packet to the Benefits Department (benefits@fiu.edu). The packet should include the following forms and document(s):
 - a. [FR-11](#) – Application for Service Retirement
 - b. [FRS-11o](#) – Option Selection for monthly benefit payment
 - c. [SA-1](#) – Spousal Acknowledgement form
 - d. [FST-12](#) – Beneficiary Designation form (Optional)
 - e. *Attach proof of age document(s), for yourself and spouse, and copy of marriage certificate, as applicable.*
5. You must terminate ALL employment with FRS employers (including third-party and OPS appointments, courtesy appointments, paid or unpaid).
6. To be officially defined as a State of Florida retiree, you must receive a distribution from your Pension account. This distribution will make you eligible to convert your active health and life insurance from a State employee to [State retiree](#).
7. Retirement benefits are payable on the last state business day of each month, see [payment schedule](#). Please be advised that you must establish **Direct Deposit** with the Division of Retirement. Use your secure [FRS Online](#) account to enroll in direct deposit.
8. The Division of Retirement will mail a packet of material to you at the end of your first month of retirement which will include the following forms, to complete and return directly to the Division of Retirement:
 - a. [Withholding Certificate for Pension Payments Form \(W-4P\)](#) and
 - b. [Health Insurance Subsidy Certification Form \(HIS-1\)](#)
9. Access your benefit and tax statements through [FRS Online Services](#).

REEMPLOYMENT RULES

Returning to FRS employment within 6 calendar months of becoming a Pension Plan retiree may void your retirement and require you to repay retirement benefits received.

The reemployment laws are very complex and returning to work for an FRS-participating employer after you've retired may have **significant financial consequences**. Before retiring or returning to work for an FRS-participating employer, **we strongly recommend you call the MyFRS Financial Guidance Line at 1-866-446-9377**. For more details, review the [Reemployment Rules for Pension Plan Members](#).

LEAVE ACCRUAL PAYOUT

[Separation from Employment/Transfer Clearance Form](#) is required for all employees separating employment, and it needs to be completed by the department. Your leave payout will be processed in accordance with FIU Leave policies and regulations. Only 12-month employees are eligible to receive payment for unused accrued vacation leave balance up to the lifetime maximum payout. Sick leave accruals may be eligible for payout. Please contact the [Payroll Department](#) for confirmation.

Your annual leave lump-sum payment can be processed as taxable income or tax-deferred through payroll deduction into one of the [403\(b\) and/or 457 voluntary retirement accounts](#) offered at FIU. Should you be interested in tax-deferring, please take the appropriate action(s) below prior to your last day of employment. Otherwise, your payout will be automatically processed as cash distribution and direct deposited into the account on file. Please note that cash distributions are subject to federal tax withholdings.

- I. Contact your [403\(b\) and/or 457 provider company](#) and follow necessary steps for a tax-deferred payout. **Important note:** Ensure your account is open and ready to receive contributions.
- II. To have your leave accrual payout tax-deferred towards a **403(b) voluntary account**, you will need to complete a new **Retirement Voluntary Contribution Form**, indicating the amount you wish to defer toward your 403(b) voluntary plan. This form is available via *Panther Soft Self-Service (MyFIU)* through the following path: *Main menu > Employee Resources > Employee Forms > Benefits Forms > Retirement Voluntary Contribution*. Once submitted electronically, it will be routed to our queue for processing.
- III. Contributions to your 403(b) voluntary plan do not count towards the **457 Deferred Compensation limits**. Thus, if in addition you wish to have a special supplemental payout, you can establish a 457 Deferred Compensation account with one of the authorized [investment providers](#) and request a special supplemental payout for upcoming leave accrual payout.

STATE HEALTH INSURANCE AND MEDICARE A/B

If you are enrolled in a [State Health Insurance Plan](#), your coverage will end **the last day of the month after your retirement date**. For example, if your retirement (termination) date is June 7, your coverage ends July 31.

People First will mail a [State Group Insurance Benefits Package for New Retirees](#) two weeks following your termination. If you do not receive it within this timeframe, please contact the **People First Service Center at 1-866-663-4735** for assistance. Upon retirement, if you were enrolled in employee health and life coverage, People First will automatically enroll you in your current health plan's retiree coverage and the \$2,500 retiree life insurance coverage, unless you make an active change within 60 calendar days from your last day worked.

Your action is required and time sensitive, you will need to either accept or decline coverage by returning [the retiree packet](#) to People First. Please note, if you do not continue health and life insurance coverage at the time of retirement, you will not be allowed to enroll in state health or life insurance at a later date.

Contact the [Social Security Administration](#) at 1-800-772-1213 to discuss your Social Security benefits and to complete your **Medicare A/B enrollment**. [Medicare](#) enrollment may be done upon retirement or at any time while eligible and active with FIU. While employed, the State's insurance through FIU is primary, hence the employee is not obligated to sign up and pay for Medicare, which would be considered "secondary".

- Medicare A – Covers hospitals and premiums are usually free
- Medicare B – Covers doctors/providers and premiums are based on earnings / income tax information

Please be advised it is your responsibility to ensure Medicare A/B is your Primary Health Insurance when you retire. Neither our office nor the State interface with the Social Security Administration to provide employment and retirement details. Please contact [SHINE](#) (Florida Department of Elder Affairs) at 1-800-963-5337 for additional information on coverage options. Please note that this is a free, unbiased, and confidential counseling assistance to Medicare beneficiaries, their families, and caregiver.

FLEXIBLE SPENDING ACCOUNT

If you are currently enrolled in the Flexible Spending Account, you can continue this plan after retirement and into **the end of the year in which you are retiring** pending you pay the remaining pledged contributions at your time of termination.

You have the option to issue a check or designate part of your leave cash-out. Contact **People First at 1-866-663-4735** and complete the [form](#) prior to your termination date. A copy of the form should also be submitted to the FIU Benefits office at benefits@fiu.edu, no later than the date of termination, if you wish to allocate your leave cash-out funds to pay the balance.

BASIC TERM LIFE

Upon retirement, choose either the \$2,500 or the \$10,000 benefit. Please be advised you will be automatically enrolled into \$2,500 retiree life insurance coverage, unless you make an active change within sixty (60) calendar days from your last day worked. Learn more about changes in your coverage when you retire [here](#).

GABOR SUPPLEMENTAL PLANS (NON-STATE)

For questions on the policy(s), you may contact [Gabor Financial Solutions](#) directly via email at info@gaborfs.com or call their Toll-Free line at [\(800\) 330-6115](tel:8003306115).

FIU 403(B) & 457 VOLUNTARY SAVINGS PLANS

Once employment has terminated, you may take a distribution from your voluntary retirement account(s). You can contact your [provider company](#) directly at any time, to discuss investment and distribution options.

FIU RETIREE ASSOCIATION

As a member of the FIU Retiree Association, you can expand your horizons through a variety of discount programs that provide access to some of the university's best arts, entertainment, and athletic events. There's a rich array of programming available to our university's retirees. Obtain your [FIU Retiree OneCard](#) or contact 305-348-0101.

CONTACT & ADDRESS UPDATES

Prior to retiring, make sure to update your contact and address information. Changes must be processed via [My.FIU.edu](#).

FIU EMAIL ACCESS

Login access is through panthermail.fiu.edu. If you need assistance logging in, please contact the Division of Information Technology Customer Support Center at 305-348-2284.

FORM W-2 TAX STATEMENT ACCESS

Former FIU employees maintain limited access to Panther Soft Employee Self Service for **two (2) years following their separation from employment**. Before departing, review your contact information, including mailing address and personal email on file, and ensure you've **consented to receive your [W-2 document electronically](#)**. Once the tax document is generated, a notification will be sent to your default email address. To access your W-2 form electronically, log into Panther Soft HR ([My.FIU.edu](#)) and navigate to the "Payroll" tile.

For assistance with password reset or login issues on the Panther Soft system, please contact the Division of Information Technology at 305-348-2284.