Published on *University of Colorado* (https://www.cu.edu)

Retirement Ready Application helps employees start the retirement process [1]



October 28, 2025 by Employee Services [2]

The Retirement Ready Application launched on Oct. 27 in the employee portal. It helps CU employees planning to retire by letting them share their information with the Benefits team, who will then offer personalized benefits guidance.

The university offers several benefits to eligible retirees, including medical and dental coverage for themselves and their dependents. Benefits eligibility relies on several factors including retirement plan type, Medicare eligibility and years of service.

The application empowers employees to easily share their specific details with the Benefits team in a simple, concise form and receive more accurate and timely information to begin their retirement process.

About the application

The application collects basic biographical information (name, date of birth, employee type, campus, employee ID and prospective retirement date) and features three simple questions:

1. Which mandatory retirement plan is the employee enrolled in (401(a) or PERA)?
2. What is prompting them to reach out regarding retirement? (For example, are they actively planning a date, just beginning to plan their retirement or anticipating possible layoffs or furlough?)
3. Are they currently enrolled in Medicare?

Collecting these basic details reduces Benefits team's research and allows them to tailor their responses to the employee's intentions and timeframe.

Employee announcement to come later

Although the application is now active, the broader announcement to employees will come later in 2025 or early 2026. HCM Community members who receive inquiries from employees planning to retire are encouraged to share the file path to this tile to help them get started.

1. Log in to your **employee portal** [3].

2. Open the **CU Resources** drop-down menu and select **Forms**.
3. Click the **Benefits** tile, then click the **Retirement Ready Application** tile.

This form is intended for employees actively pursuing retirement. Employees looking for more general retirement planning information should be directed to the Retirement Ready webpage [4].

The application will be highlighted at the HCM Campus Call on Dec. 2 and an HCM Job Aid [5] will be released that same day.

PERA [6], 401(a) [7]
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