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Employees can start the retirement process with new Retirement Ready Application [1]

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A new OnBase form in the University of Colorado employee portal allows employees to quickly and smoothly begin their retirement process. The Retirement Ready Application lets CU employees who are within three months of retirement share their information with the Benefits team so they can receive 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.
- 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 simplifies the Benefits team's research and allows them to tailor their responses to the employee's circumstances and timeframe.

Access the Retirement Ready Application

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 and are within 3 months of their selected retirement date. Employees looking for more general retirement planning

information should visit the Retirement Ready webpage [4].

benefits [5], retirement [6]

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