The following is a recommended list of action items to assist you in your retirement planning.

### Section A- Up to 24 Months Prior to Retirement

1. **Make a folder for Retirement:** Retirement requires gathering many types of documents and information from many sources. We recommend that with each new piece of information you acquire, you keep it in one central location.

2. **Identify your UO Retirement Plan**

3. **Identify a potential retirement date.** Based on the information you gather this date may change.  
   - Tier 1 & 2 – Eligibility to Retire  
   - Tier 3 OPSRP-Eligibility to Retire  
   - ORP – Eligibility to Retire (pg 14) - PERS Benefit Component Comparison  
   - Social Security Benefits by Year of Birth

4. **Schedule a preliminary meeting with a financial advisor to discuss your readiness to retire** (check with your bank, credit union, Employee Assistance Program, Fidelity, TIAA-CREF)

5. **Attend a pre-retirement planning session**

6. **Obtain your preliminary on-line and written PERS estimate or account balance (if applicable).** You will need your social security number, hourly and monthly pay information, as well as, your sick and vacation hours before you log into the PERS website.

7. **Obtain your PERS IAP Balance (if applicable)** – by calling PERS at 1-888-320-7377. To set-up online access to your IAP account you will need to request a password. Once you have your balance use the IAP Estimator to approximate your IAP Balance at retirement.

8. **If you are an ORP participant obtain your ORP Plan account balance (if applicable).**  
   - Fidelity/ Oregon Public Universities  
   - TIAA-CREF/Oregon Public Universities

9. **Build a retirement budget** by reviewing all income and expenses in retirement.

10. **Make copies of your legal document (i.e. birth verification, marriage certificate or divorce decree.**

11. **Review your beneficiary designations with financial institutions (banks, credit unions), employer, investment companies and retirement plans.**

12. **Review your address and emergency contact information with the appropriate agencies and institutions.**

13. **If you don’t have a living will or trust consider creating one to add to your retirement folder.** Search the internet for free online services or contact the Employee Assistance Program.

14. **Create a contact list of financial information (life insurance, wills, trusts etc.) for your family and yourself in post-retirement.**

15. **Keep an eye on congress and changes affecting pension plans:**  
   a. [https://hr.uoregon.edu/hr-programs-services/benefits/retirement/pers-updates](https://hr.uoregon.edu/hr-programs-services/benefits/retirement/pers-updates)  
   b. [https://www.oregonlegislature.gov/](https://www.oregonlegislature.gov/)

This checklist is a tool to assist you in your retirement planning. It does not constitute legal or financial advice from the University of Oregon. We recommend you work with a certified financial advisor to review the information you’ve gathered above.
# Retirement Checklist for the University of Oregon

## SECTION B  Up to 12 Months Prior to Retirement

Note: If you are just starting your retirement planning please review Section A

1. If you are a PERS participant attend a pre-retirement planning session with PERS if you haven’t already done so. *(If applicable) PERS Education Sessions*

2. Obtain your preliminary on-line and written PERS estimate or account balance (if applicable). You will need your social security number, hourly and monthly pay information, as well as, your sick and vacation hours before you log into the PERS website.

3. Obtain your PERS IAP Balance (if applicable) -call PERS at 1-888-320-7377. To set-up online access to your IAP account you will need to request a password. PERS will mail the password. Once you have your balance use the IAP Estimator to approximate your IAP Balance at retirement.

4. If you are an ORP participant review your ORP Plan with a plan representative (if applicable).  
   - [Fidelity/ Oregon Public Universities](#)  
   - [TIAA-CREF/Oregon Public Universities](#)

5. Refine your retirement budget by reviewing all income and expenses in retirement.

6. Research your Social Security benefits

7. Research Health Care options and costs during retirement  
   a. *PEBB Sponsored*  
   b. *PERS Health Plan* (if applicable).  
   c. *COBRA –(under 65)*  
   d. *Medicare*  
   e. *Other Options*

8. **Six months prior to your retirement date schedule** a retirement counseling review session with PERS *(if applicable)*. This appointment date must be within 90 days of your retirement. Review the PERS Forms for this appointment.


10. Review PEBB Long Term Care Plan and research other long term care products and costs.

11. Use an online retirement calculators to evaluate your readiness to retire. Here are a few calculators to choose from:  
    - TIAA-CREF,  
    - FIDELITY,  
    - AARP AND SOCIAL SECURITY. You can search the internet for additional options.

12. Understand how PERS limits the hours you can work in a post-retirement position *(if applicable).*

13. Understand how an ORP distribution affects your post-retirement work, page 15 *(if applicable).*

14. Plan your use of vacation so you don’t lose accrued hours

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