LSU Guide to Retirement

Provided by the Office of Human Resource Management
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**STEPS TO RETIREMENT**

**Teachers’ Retirement System of Louisiana (TRSL) Participants**

Use the below bullets as a guide in gathering the documents necessary to process your retirement application.

- Submit your retirement application four to six months before the date you plan to retire.

- Submit completed Application for Service Retirement, ILSB, or DROP (Form 11) which can be completed via TRSL online.

- Submit completed Direct Deposit of Benefits (Form 15D). **No retirement benefit will be issued unless TRSL has Form 15D on file for you** (if entering DROP, this form is not needed until the end of employment). Submit Form 15D directly to TRSL. Your first pension check will be sent to your home address.

- Attach a copy of your signed Social Security card, as issued by the Social Security Administration for you and your spouse.

- Attach a copy of your birth certificate or other verification of date of birth (see Date-of-Birth Verification Documents) for both you and spouse via TRSL’s website.

- DROP or ILSB Account Spousal Consent (Form 11G) – if you are married and you elect for your spouse to receive less than 50% of the DROP or ILSB account upon your death.

Write your Social Security number on each document. 
All forms available on: [www.trsl.org](http://www.trsl.org)

**Optional Retirement Plan (ORP) Participants**

Prior to retirement, ORP participants need to initiate contact with their respective account representative. Contact the LSU Benefits Office to discuss continuance of insurance prior to your retirement.

**Louisiana State Employees’ Retirement System (LASERS) Participants**

You must contact the Office of Human Resource Management for LASERS’ retirement application paperwork. It is strongly recommended that you obtain an estimate from LASERS 18 months prior to your retirement to confirm first eligible date for retirement or DROP. The estimation request can be requested by mail or you may schedule an appointment with a LASERS Customer Service Representative to obtain an estimate.

You also need to ensure that you have the necessary documents on file with LASERS, these include:

- Birth certificates for you and your beneficiary (copies are accepted)
- Social Security cards for your and your beneficiary (copies are accepted)
- Marriage license, depending on selected option (copies are accepted)
- If you have been divorced, a certified copy of your Judgment of Divorce must be filed

The following documents must be submitted to complete retirement application:

- **Form 4-05 Authorization for Direct Deposit**
- **Form W4-P Withholding Certificate for Pension Annuity Payments**
- **Form 4-04 Spousal Consent** (If you are married, and you choose a benefit that does not include your spouse, then their consent must be submitted.)

All forms available on: [www.lasersonline.org](http://www.lasersonline.org)
LEAVE PAYMENT AT REGULAR RETIREMENT

Leave at Louisiana State University is governed by Policy Statement 12 (PS-12) and Permanent Memorandum 12 (PM-12). Please see the following pertaining excerpts from PS-12 regarding payment of leave upon separation.

Louisiana State Employees’ Retirement System (LASERS)

For Classified (LASERS) employees: (PS-12, K. Payment of Leave upon Separation):

- Civil Service employees with LASERS receive Annual Leave payout up to 300 hours.
- Professional/Academic employees with LASERS receive Annual Leave payout up to 300 hours and Sick Leave up to 200 hours.

Teachers Retirement System of Louisiana (TRSL)

For Academic/Unclassified (TRSL) employees, (PS-12, K. Payment of Leave upon Separation) payment of Annual Leave may not exceed an amount representing 300 hours of unused Annual Leave at time of separation for any reason and this payment for Annual Leave will disregard any fraction of an hour.

- Academic/Unclassified employees with TRSL receive Annual Leave payout up to 300 hours and Sick Leave up to 200 hours* (*No leave paid at retirement if leave is paid prior to entering DROP).

Optional Retirement Plan (ORP)

An employee who is retiring from employment as a member of an Optional Retirement Plan (ORP) will receive payment for all terminal annual leave credits to which he/she is entitled. ORP members will not receive credit for unused, unpaid annual leave upon separation or retirement.

- Professional/Academic employees with ORP receive Annual Leave payout up to 300 hours and Sick Leave up to 200 hours.

For Unclassified/Academic/Classified:

Upon retirement from active duty, employees who are members of TRSL or LASERS, shall receive service credit for computation of retirement stipend for unpaid accumulated Annual Leave according to the provisions of each retirement system. Unpaid leave is not added for determination of retirement eligibility. Employees who are members of an ORP do not receive credit for unpaid Annual Leave upon retirement.

In accordance with the provisions of each retirement system, employees who are members of TRSL or LASERS and who enter DROP will not receive service credit for computation of their retirement stipend for unpaid accumulated Annual Leave upon entering DROP.

For further questions regarding leave, please refer to LSU Policy Statement 12.
LEAVE PAYOUTS (SICK LEAVE)

PS-12 J. (Payment of Sick Leave upon Retirement from Active Duty, Entry into Deferred Retirement Option Plan (DROP))

Classified Employees

Employees who are members of LASERS have the option to receive a lump sum payment from LASERS for the actuarial value of their unused, unpaid sick leave that would otherwise be converted to service credit.

Unclassified/Academic

Employees who are members of TRSL or LASERS, upon retirement, shall receive service credit for unpaid sick leave for computation of retirement stipend according to the provisions of each retirement system. Unpaid sick leave is not added for determination of retirement eligibility.

For further questions regarding leave, please refer to LSU Policy Statement 12.

Important Note

Final payment of leave for all employee classes will be paid once leave balances are verified and retirement paperwork has been processed by LSU Payroll.

W-2 Delivery

Upon retirement, retirees will no longer have access to log into their Workday accounts. The Office of Accounting Services will directly mail paper copies of tax documents to retired employees who have lost Workday access. Tax documentation (Form 1099 & Form 1095-C) will be mailed to the retirees from their respective retirement systems (TRSL or LASERS).
SUPPLEMENTAL RETIREMENT

Supplemental Retirement Accounts (SRAs)

Upon your decision to retire from LSU, it is recommended that you contact your respective 403(b)/457(b) carrier to notify them of your planned retirement. These supplemental retirement vendors at Louisiana State University include:

1. VOYA Financial (formerly ING Life Insurance and Annuity Company)
2. AIG/Valic
3. TIAA-CREF
4. Met Life
5. Fidelity

For more information regarding your supplemental retirement account please contact your respective representative. See contact information on page 15 of this guide.
HEALTH INSURANCE

Upon retirement, you are eligible to continue your medical plan if you meet the eligibility requirements for age and years of service under the Teachers’ Retirement System of Louisiana (TRSL) or Louisiana State Employees’ Retirement System (LASERS). If you are a member of TRSL’s Optional Retirement Plan, you must meet the eligibility requirements, as defined by TRSL, to continue coverage.

If you began participating in a health plan through the state of Louisiana on or after January 1, 2002, the state subsidy of your premium after retirement will be based on the number of years you have participated in an Office of Group Benefits (OGB) plan or in the LSU First Health Plan.

If your spouse and/or dependents began participating in a health plan through the state of Louisiana on or after July 1, 2002, the state subsidy of their premium after your retirement (and upon your death) will be based on the number of years they have participated in an OGB or the LSU First Health Plan. The following vesting schedule is used in determining the state’s subsidy of a retiree’s premium:

- 10 years of participation: 19% of premium paid by the State
- More than 10 years but less than 15 years of participation: 38% of premium paid by the State
- More than 15 years but less than 20 years of participation: 56%
- 20 or more years of participation: 75%

Medicare and Prescription Drug Coverage

Upon reaching the age of 65, a retiree must enroll if eligible for Medicare part A & B. An LSU retiree must apply for Medicare once they reach age 65. The covered spouse of an LSU retiree must also apply when they reach 65. Additionally, it is recommended that you contact Social Security three months prior to your effective date of retirement or three months prior to your 65 birthday if you are already retired.

Additionally, there are two important things you need to know about your current coverage and Medicare’s prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.

2. The Board of Supervisors of Louisiana State University has determined that the prescription drug coverage offered by LSU First is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.
HEALTH INSURANCE continued

Upon retirement it is highly recommended that both you and your spouse make sure that you understand your health insurance coverage going into retirement. For Louisiana State University retirees, there are two major providers, each a little different, both offering essential coverage.

Office of Group Benefits (OGB)

The Office of Group Benefits (OGB) provides both health, and life insurance to both active and retired state employees and their dependents. As OGB offerings are subject to change, it is highly recommended that prior to retirement, the retiree and their spouse review their health and voluntary benefits offered through OGB by calling and visiting their website.

**IMPORTANT**

1. Prior to turning 65, you MUST apply for Medicare A&B, please see Medicare information within this guide.

2. Be advised that premiums are based on years of health plan participation, please review the vesting rates on page 7 of this guide to better understand your individual premium amount to be paid during your retirement.

LSU Office of Human Resource Management
225.578.8200

LSU First Customer Service
1.855.346.LSU1 (5781)

Supplemental Benefits

As most soon-to-be retirees know, LSU offers many supplemental benefits to its employees. These benefits include: Dental, Vision, Long-Term Care Insurance, Accidental Death & Dismemberment, Life Insurance and Flexible Spending accounts (must be post-tax). It is imperative, if you wish to keep these voluntary benefits for you and your spouse, that you must be currently enrolled at the time of your retirement.

LSU First Health Plan

LSU First provides a participating retiree with comprehensive health and preventive care coverage that gives you a unique, consumer-directed healthcare approach to pay routine health expenses and provides coverage for major healthcare expenses. As LSU First offerings are subject to change, it is highly recommended that prior to retirement a retiree and their spouse review their benefits offered through the LSU First Health Plan by contacting LSU’s Office of Human Resource Management or LSU First Health Plan Customer service number.
Louisiana Office of Group Benefits Plan Specific Contact Information

Retirees with Medicare (Parts A & B)

Magnolia Open Access
Blue Cross and Blue Shield of Louisiana
http://www.bcbsla.com/ogb
1-800-392-4089
Provider Directory
Schedule of Benefits

Magnolia Local
Blue Cross and Blue Shield of Louisiana
http://www.bcbsla.com/ogb
1-800-392-4089
Provider Directory
Community Blue (Baton Rouge & Shreveport areas)
Blue Connect (New Orleans)
Schedule of Benefits

Magnolia Local Plus
Blue Cross and Blue Shield of Louisiana
http://www.bcbsla.com/ogb
1-800-392-4089
Provider Directory
Schedule of Benefits

Pelican HRA 1000
Blue Cross and Blue Shield of Louisiana
http://www.bcbsla.com/ogb
1-800-392-4089
Provider Directory
HRA Info

Medical Home HMO Plan
Insured by Vantage Health Plan
http://employees.vhp-stategroup.com
1-888-823-1910
Medical Home HMO Plan Provider Directory

Individual Medicare Plan

Towers Watson’s One Exchange
(formerly ExtendHealth)
http://medicare.oneexchange.com/ogb
1-855-663-4228
Email: Customersupport.oneexchange@towerswatson.com

Medicare Advantage Plans

Peoples Health HMO-POS Plan
http://www.peopleshealth.com
1-888-439-8318 (prospective plan members)
Plan Information

Vantage HMO-POS Plan
http://www.vhp-stategroup.com
1-888-823-1910
Provider Search

Vantage Zero-Premium HMO-POS Plan
http://www.vhp-stategroup.com
1-888-823-1910
Provider Search

Towers Watson’s One Exchange
(formerly ExtendHealth)
http://medicare.oneexchange.com/ogb
1-855-663-4228
Email: Customersupport.oneexchange@towerswatson.com

*Plans subject to change.
**If you are currently enrolled in the Pelican HSA 775, please contact your HR Contact prior to retirement.
CONTINUATION OF BENEFITS INTO RETIREMENT

Medical Insurance Coverage

Your medical insurance will automatically continue as a retiree. If you wish to cancel coverage, a GB-01 form will be required prior to the last day of the month of your retirement effective date in order to cancel this coverage.

The Office of Group Benefits and the LSU First Health Plan require retirees who are eligible for Medicare coverage to enroll in Medicare Parts A & B once you retire and reach age 65. Covered spouses of LSU retirees must also enroll at age 65. If you are eligible for Medicare coverage you will have to provide proof of your enrollment by submitting a copy of your Medicare card to the Benefits Service Center. Your enrollment in Medicare Part B will reduce the amount you pay towards your state health insurance premium.

Medical Insurance Premiums

Health insurance premiums as an active employee are deducted one month in advance; therefore, if you have had insurance deductions taken prior to the month in which you retired, you will not owe a premium as a retiree for the first month of retirement. You will be invoiced by the LSU Office of Accounting Services/Insurance section for the first couple of months into retirement for your health insurance premium. Please remit payment in a timely manner to avoid disruption of this benefit. You can contact LSU’s Office of Accounting Services/Insurance section directly at 225.578.3321 with any questions regarding your health insurance deductions.

• If you are an ORP retiree, you will be billed by the Office of Accounting Services for your health insurance premiums throughout your retirement. If you wish to have automatic withdrawals taken out of your checking or savings account, please complete the ACH Insurance Deductions form found on the Benefits website at www.lsu.edu/benefits.

• If you are a TRSL or LASERS retiree your health insurance premium will be deducted from your retirement check.

Supplemental Insurance Plans

Some supplemental benefits are not transferable into retirement, these include: Accident, Critical Illness and Long-term Disability. The AD&D insurance offered through UnitedHealthcare and the Office of Group Benefits’ Term and Dependent Life Insurance underwritten by Prudential will automatically continue into retirement. If you wish to continue any other supplemental benefits into retirement you will need to access the applicable forms online.

All forms and payment must be submitted to the provider, please note that some forms require agency certification. For the supplemental insurance plans that require a continuation form to be completed, forms must be submitted within 30 days of retirement to the provider. Please keep in mind that rates are subject to change.

You should receive information prior to annual enrollment detailing new premium amounts and coverages. It is important that all retirees ensure that providers have an accurate mailing address as you will receive vendor correspondence through the mail. For more information, please call the Office of Human Resource Management at 225.578.8200.
CONTINUATION OF BENEFITS INTO RETIREMENT

Supplemental Insurance Information

VISION & DENTAL
administered by UnitedHealthcare
Invoice and payment options will be automatically mailed to your home address from UnitedHealthcare. Retirees are able to continue their vision coverage for themselves and their eligible dependents at the same rate as an active employee. If you wish to continue coverage please remit payment directly to UnitedHealthcare.

LONG TERM CARE
administered by UNUM
Retirees are able to continue their long term insurance coverage for themselves and their eligible family members into retirement at the same premium rate as an active employee. Retirees will be billed for their long term care insurance premiums through UNUM directly. Portability applications are available on the benefits website if you wish to continue coverage. If you wish to continue this coverage please complete the Employee section the UNUM application and mail directly to UNUM to the address listed on the application within 30 days of your retirement.

VOLUNTARY TERM LIFE and DEPENDENT LIFE INSURANCE
underwritten by UnitedHealthcare
Retirees under age 70 may be able to port their life insurance coverage or convert into an individual policy for themselves and their eligible family members at the rate quoted by UnitedHealthcare. Retirees age 70 and over are able to convert and will be billed for their UnitedHealthcare Life insurance premiums through UnitedHealthcare directly.

AD&D Insurance
administered by UnitedHealthcare
Your AD&D premiums will be directly taken from your monthly TRSL or LASERS retirement check, once information has been forwarded to the retirement system (approximately 1-2 months). AD&D premiums will be deducted from LASERS and TRSL retirement checks (approximately 2 months after retirement). The Office of Accounting Services/Insurance section will mail you an invoice for payment once automatic draft has been established. Your AD&D benefits will begin reducing at age 70; however, your monthly premiums will remain the same.

OFFICE OF GROUP BENEFITS (OGB) TERM LIFE INSURANCE and DEPENDENT LIFE INSURANCE
underwritten by Prudential
Prudential life insurance is automatically continued through retirement for retirees and their eligible family members at the same premium rate as an active employee. Coverage will reduce 25 percent at age 65, and another 25 percent at age 70. Your premium will not be reduced. Prudential premiums will be deducted from LASERS and TRSL retirement checks (approximately 2 months after retirement). Until then the Office of Accounting Services Insurance section will mail invoice for payment to your home address.

FLEXIBLE SPENDING ACCOUNTS
administered by Diversified Benefit Solutions
You can submit claims for expenses incurred through the end of the month in which you retire. You are eligible to file claims for any remaining funds in this account within 30 days of the end of the month in which you retired.

Important Note

*Please note that once you cancel supplemental and/or health insurance coverage offered through LSU, you will never be eligible to enroll in those offerings again. In addition, you must have supplemental and/or health insurance prior to retirement to continue coverage into retirement.*
RETURN TO WORK
REQUIREMENTS, PROCEDURES, 
& PRECLUSIONS

Retirees returning to work are required to meet certain stipulations and these pertain to which retirement plan the retiree was a member of at point-of-retirement. It is highly recommended that a retiree interested in returning to work in any capacity review return to work eligibility, procedures and preclusions that exist prior to accepting a position. These requirements, procedures and preclusions can be found on the LSU Benefits website.

For more information, please call the LSU Office of Human Resource Management.

Re-Employment after Retirement

New guidelines regarding re-employment of a retiree who is receiving a retirement benefit from TRSL, LASERS or an ORP have been implemented by the university. These guidelines include:

- A minimum break of 60-days between the effective date of retirement and the effective date of re-employment.

- The re-employment must be the result of University need which the hiring department must submit a letter of justification prior to the re-employment.

- Re-employment must be on a part-time basis and limited to one semester (academic appointments) or 6 months (non-academic appointments).

- Re-employment must not qualify retiree to collect another retirement benefit from another Louisiana Public Retirement System simultaneously.

- A proposed rate of pay shall be appropriate for the duties performed.

- Retirees will be paid on an hourly rate (non-academic) and per course rate for (academic) positions.

In addition, it is advised that due to recent legislation governing retirees from TRSL and LASERS retirement systems who choose to come back to work after receipt of monthly retirement benefits, that these individuals contact their respective retirement system from which a retiree is receiving a retirement benefit to determine the impact that a return to work will have on their monthly retirement benefit.
**RETIREE CAMPUS RESOURCES**

**Retiree Email Privileges**

Upon retirement, an LSU retiree may keep their LSU email address for a period of 10 years from their effective date of retirement. Please email the Help Desk at itservice@lsu.edu shortly after retirement to request your email remain in active status. Keep in mind that MyLSU resources will cease immediately, with the exception of tax document access under the Employee Resources link.

At the 10 year anniversary of the effective date of retirement, an email will be sent to the retiree inquiring if they wish to retain their LSU email address. The retiree will need to respond within 30 days of receipt of this email to retain the password. If the retiree responds within the 30 day window, then the email will remain accessible for five years. Once five years has passed, another verification email will be sent.

Please be advised that this policy of LSU Information Technology Services is subject to change. For further inquiries, please contact Information Technology Services at 225.578.3375 or itsinfo@lsu.edu.

**Retiree LSU Library Privileges**

Per the LSU Libraries, Circulation Borrowing Policies, members of the faculty and staff who retire from active duty under a retirement system in which they were enrolled as a function of employment at LSU retain their library privileges. Presentation of a retiree identification card (Tiger Card) is required to exercise these privileges.

**Retiree Parking at LSU**

Retired employees are eligible to continue parking pending requirements for the privilege by LSU Parking & Transportation Services.

- Automobile or truck permit for a specific period of time, up to one year, by a retired employee under Plan C to be paid at the time of registration in a lump sum, at a monthly rate of $41.66. (subject to change)

- Automobile or truck permit for one year by a retired employee with a special “retiree,” permit, to park in any location except Plan C lots or Plan C reserved spaces, to be paid in a lump sum at the time of registration, the annual charge will be $2.00. (subject to change)

It is advised that a retiree interested in maintaining parking privileges on campus contact Parking & Transportation Services at 225.578.5000 or via parking.lsu.edu.

**Retiree Tiger Card**

Upon retirement, a retiree will be refunded any TigerCash remaining on their Tiger Card. Each retiree needs to submit an account closure form that can be found on the Tiger Card website tiger-card.lsu.edu.

Additionally, it is advised that a retiree who still wishes to access certain privileges on campus post-retirement, acquire an updated Tiger Card from the Tiger Card office denoting that they are an LSU retiree. For more information, please contact the Tiger Card Office at 225.578.5141 or uas@lsu.edu.
**Emeritus Status**

Faculty and some administrative staff who retire may be nominated for Emeritus status which is subject to final approval by the Executive Vice President & Provost. All of these delineations can be found in LSU Policy Statement 55 and the LSU Bylaws & Regulations Section 4-5. Emeritus Rank.

For further information, please contact the Academic Policy Consultant in the Office of Human Resource Management at 225.578.6623.

**Tuition Exemption**

It may be possible for a retiree to enroll in tuition exempt class courses. This program allows for LSU faculty and staff, who wish to enroll in classes for degree credit or to audit, to receive an exemption from tuition, certain required fees, and from the non-residency fee. For questions regarding tuition exemption for retirees, please contact the Office of Human Resources at: 225.578.8200 or hr@lsu.edu.
**CONTACT INFORMATION**

For questions regarding your health insurance premiums and applicable supplemental benefits post-retirement, please see the contact information below.

### Teachers Retirement of Louisiana (TRSL)

Main: 225.925.6446  
Toll-Free: 1.800.947.5277 (For voice users)  
Toll-Free: 1.800.846.5277 (TTY/TDD users)  
Mailing Address: 8401 United Plaza Boulevard, 3rd Floor, Baton Rouge, LA 70809-7017  
Website: www.trsl.org

### Louisiana State Employees’ Retirement System (LASERS)

Main: 225.922.0600  
Toll-Free: 1.800.256.3000  
Toll-Free: 225.922.0616 (TTY/TDD users)  
Mailing Address: P.O. Box 44213, Baton Rouge, 70804-4213  
Website: lasersonline.org

### Optional Retirement Plan (ORP)

ING  
Mike Sotile or Brandon Goll  
225.766.8711

TIAA-CREF  
Louis Bundy  
504.648.4057  
or Cameron Pettigrew  
1.866.842.2951, ext 257413

VALIC  
Mindy Lewis or William Gallegos  
225. 201.1009

Public Employees Deferred Compensation Plan (DCCL)  
Steven Guidry  
225.663.5507

### Supplemental Retirement Plan

Please contact a company representative for information regarding your disbursement options from your 403(b) and/or 457(b) account.

### LSU Payroll Office

Front Desk: 225.578.3321  
Fax: 225.578.7217  
Website: www.fas.lsu.edu/acctservices/pay/

Additionally, those retiring should review the LSU Benefits webpage regarding Retirement: www.lsu.edu/hrm/Employees/Benefits/Retirement/item58227.html

### LSU Member Advocates

Katti Gallatas  
225.906.1275  
Katti_gallatas@ajg.com

Kayli Blanchard  
225.906.1280  
kayli_Blanchard@ajg.com

### LSU First Customer Service

1.855.346.LSU1 (5781)  
www.lsufirst.org