



## Retirement (TRAVIA/Terminal Leave) Procedures

### STEP I

1. Contact your appropriate pension plan below and confirm the following: years of credited service, membership date and request a pension estimate as needed: **DO NOT FILE FOR RETIREMENT BASED ON YOUR LAST DAY OF WORK**
  - NYCERS 347-643-3000 (appointments available)
  - TRS 888-869-2877 (walk-in only)
  - TIAA 800-842-2273 (available on campus monthly)
2. Schedule an appointment for your retirement counseling, by emailing Bonnie Brown at [bbrown@lagcc.cuny.edu](mailto:bbrown@lagcc.cuny.edu)
3. Discuss your intention to retire with your Department Director/Chair Inform him/her of the date you wish to physically stop working, this is not necessarily your retirement date.
4. Confirm your timesheets are up-to-date with Payroll at the following extensions based on your job classification:
  - a. Ext. 5518 (Classified staff)
  - b. Ext. 5075 (Instructional staff/faculty, ECP and Classified Managerial)

### STEP II

5. Complete the CUNY Application for Retirement – TRAVIA / Terminal Leave form and return it to HR, E-407, no later than 3-months prior to your last date of work.
  - a. Indicate 'retirement leave of absence starting date' (the date following your last date of work). Retirement date is determined by your leave balance, to be calculated by Human Resources/Payroll
  - b. Faculty, indicate the semester you want your TRAVIA to begin
  - c. Indicate pension plan and number
  - d. TRAVIA form must be signed by employee and department Director, Chair, Dean or VP
6. After your last day of work and once all timesheets are received, HR will notify employee and department in writing of confirmed leave (Annual and TRAVIA/Terminal Leave) and retirement date.



# LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

## STEP III

7. Retirees age 65 and over must apply for Medicare Part A & B with Social Security Administration
  - Medicare A – No premium
  - Medicare B – Has a premium
  - **Apply for Part B after retirement date is confirmed, Part B must be effective on the first of the month in which the employee retires**
8. Employee must **complete and submit the following forms to Human Resources, Room E-407, no later than 30 days prior to their retirement date:**
  - Health application (ERB)
    - HIP-HMO members age 65 & over must also complete a HIP-VIP application
  - Copy of your signed Medicare Part A & B card (age 65 & over)
    - Same for spouse or domestic partner
  - PSC Retiree Enrollment Form (Instructional staff/ECP/Classified Managerial)
  - Silver Script (Instructional staff/ECP/Classified Managerial (age 65 and over))
  - Retiree Change of Address Form (if applicable)
  - TRS receipt (TRS members) or NYCERS receipt (NYCERS members)
  - TIAA Medicare Eligibility Retiree Application for Medicare Part B Reimbursement (TIAA members)
  - OLR TRS/NYCERS Reimbursement form (TRS/NYCERS members)
9. Submit TRS or NYCERS receipt for retirement to HR (it confirms you have filed with your pension plan).
10. Return all items identified as College property, keys, ID, phone, etc. to your immediate supervisor on the last date of work/prior to retirement.
11. Last paycheck from LAGCC will be a physical check, contact Payroll at ext. 5518 with any questions.
12. A copy of the processed health application will be mailed to your home, submit it & a copy of your first pension check to your Welfare Fund Office to continue your Welfare Fund benefits. (Classified staff only)
13. Retirees may contact OLR (Office of Labor Relations) regarding health insurance issues/concerns at 212-513-0470 and TTY/TDD 212-306-7753
14. Retirees may make changes to their health coverage with the Office of Labor Relations (OLR) during even years, e.g. 2020, 2022 etc.

***Social Security benefits eligibility is based on your date of birth, it is separate and apart from filing for retirement benefits through CUNY, one has nothing to do with the other. Contact SSA for more information at [www.socialsecurity.gov](http://www.socialsecurity.gov) or 800-72-1213 or 800-325-0778(TTY)***

**ADDRESS:** 31-10 Thomson Avenue  
Long Island City, NY 11101

**PHONE:** 718-482-7200  
**WEB:** [www.laguardia.edu](http://www.laguardia.edu)

