



## Pre-Retirement Information for ORP Participants

**To:** GC Retiring Employee  
**From:** GC Human Resources & Payroll Department  
**Contact:** Joyce Landry, HR Payroll/Benefits Specialist  
By Phone: 409-944-1280  
By Email: [jlandry@gc.edu](mailto:jlandry@gc.edu)  
In Person: M-203 Moody Building

### **Things you should do Before you meet with the HR Payroll/Benefits Specialist**

- Decide on your retirement date and provide a letter of retirement to your supervisor, requesting that he/she prepare a Personnel Action Request (PAR).
- Make an appointment with the HR Payroll/Benefits Specialist **at least** a month before retirement
- Contact your ORP agent(s) to begin planning your ORP distributions
- Determine if you are eligible for ERS retiree benefits and the rates for your tier:  
<https://ers.texas.gov/Retirees/Health-Benefits-for-retirees>  
<https://www.ers.texas.gov/Retirees/Retirement/Tiered-Retiree-Insurance>
- **If you are retiring at or after age 65 and have not yet applied for Medicare Part B, you should do so immediately since there may be a month or more delay before the coverage is effective. It must be in place the first of the month of your retirement because ERS coverage will become secondary to Medicare Part B.**

### **Things you should do during your meeting with the HR Payroll/Benefits Specialist**

- If you are eligible for ERS retiree medical insurance and related benefits:  
Complete a *Retiree Initial Insurance Enrollment Form* GI-1.183 for ERS retiree coverage (the HR Payroll/Benefits Specialist will provide the ERS form, certify your eligibility, and send the Enrollment Form to ERS). Once ERS receives the form they will contact you to discuss your enrollment options.
- Request Information regarding steps to access your ORP funds. Vesting letters no longer give blanket access to funds. You must specify exactly what action you are taking with regards to your funds *in writing* and supply the name of your provider if you are rolling over funds into an IRA. The information is required by new IRS regulations.  
<https://www.tsacg.com/individual/plan-sponsor/texas/galveston-college/> Please note **to continue eligibility for ERS coverages you must maintain an ORP account**. If rolling over funds to another account **ensure you keep your ORP account open** as well.
- Discuss Medicare and ERS retiree coverage interaction and ERS billing as a retiree
- Discuss vacation payout upon retirement, if applicable
- Discuss Payflex if applicable and fact that card may not be used after term
- Discuss Dental coverage
- Discuss the GC last day of employment/exit process

### **Things you should do after your meeting with the HR Payroll/Benefits Specialist**

- Update your email address in ERS Online from office email to home/personal email address and provide ERS with your new address, if applicable.
- To ensure continued online access to all your pay statements and tax forms (W2 & 1095C) In ADP select: Myself > Pay & Tax Statements>

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