



FOOTHILL-DE ANZA
Community College District

Retirement and Transition



Presented by Human Resources and Payroll



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Community College District

Full Time Faculty Retirement

Full Time Faculty District Office:

Anna Luna: lunaanna@fhda.edu

Barbara Richardson: richardsonbarbara@fhda.edu

District Office of Human Resources/Second Floor - Building 700
12345 El Monte Road | Los Altos Hills, CA 94022



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Before Your Date of Separation

Before your date of separation, you must do the following:

- Schedule an appointment with CalSTRS agent to discuss your retirement.
 - We do suggest you start with CalSTRS first as they are the experts in regard to retirement. They will assist you in selecting a retirement date.
 - They will also want to confirm the number of contract days you are paid for..(i.e. 195 contract days (11-month full-time faculty) in an academic year.
- Submit a letter of resignation for the purpose of retirement (Article 30) to the Dean/Supervisor (*your campus will submit your resignation for the purpose of retirement letter through board submission process*) which is submitted to Human Resources Department.



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District HR Process

For the District HR process:

- We will send you a Separation from the District form a month prior to your retirement date which you will need to complete and forward for applicable signatures.
- Please review Article 30 in the FA Agreement for details on submitting your retirement request for Board approval.
 - <https://hr.fhda.edu/faculty-information.html>
 - If you plan to retire under Article 19 (your resignation letter for the purpose of retirement must note the information).
- Regarding unused available sick leave hours for full-time and part-time faculty employment status, the CalSTRS Express Benefit Report form:
 - Section 1 needs to be completed by the full-time faculty and submitted to the District Human Resources office for completion of Section 2 and submission to CalSTRS.



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Classified and Administrators Retirement

Classified and Administrator District Office:

Karen Hunter: hunterkaren@fhda.edu

District Office of Human Resources/Second Floor - Building 700

12345 El Monte Road | Los Altos Hills, CA 94022



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Retirement Types and Giving Notice

Different types of Retirements:

- Retirement – pre 97 (Employees hired before July 1, 1997)
- Resignation for the Purpose of Retirement – post 97 (Employees hired on or after July 1, 1997)

Giving Notice: How and When to do it:

- Notice can be given to the district anytime you decide to make your decision to retire.
- HR and payroll would appreciate 1 or more months' notice.
- The Classified/Administrator HR Tech III can provide helpful instructions to write a retirement letter.

QR for helpful instruction to write a resignation letter:



SCAN ME



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Unused Leave

Leave information:

- Unused Vacation and Comp Time will be paid out on the final paycheck
- Unused Sick Leave will be reported to CalPERS/CalSTRS for service credit after your retirement final paycheck.
- If you plan to “vacation out” – schedule with your supervisor and let HR know in your retirement letter.

CalPERS

- CalPERS and CalSTRS – Are your retirement experts.
- CalPERS [Planning Your Service Retirement Guide](#)
 - CalPERS – Recommends their retirement class ([Planning Your Retirement](#)) if you are within 10 years of retirement. CalPERS asks that you take this class prior to making an appointment with a CalPERS Counselor.



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District Benefits Office

Retirement Health Benefits Transition For Eligible Retirees

Jessie Shek: ShekJessie@fhda.edu

Yuan Gao: GaoYuan@fhda.edu

Shelley Du: DuShelley@fhda.edu

Beijing Li: LiBeijing@fhda.edu

Benefits Unit Email: MyBenefits@fhda.edu

This is a summary presentation only.

In the event of discrepancies, health plan Evidence of Coverage documents and/or insurance Certificates will prevail.

Visit <http://hr.fhda.edu/benefits> for complete information.



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Benefits Transition

- Types of Retirees & Qualifications
 - Pre-97 Lifetime Benefits
 - Post-97 Bridge Program
 - Post-97 VEBA Program
- Steps That Must Be Taken Prior to Retirement
- Retirees Responsibilities



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TYPES OF RETIREES & QUALIFICATIONS

1. FT Contract Employees hired prior to July 1, 1997

- ❑ **Type 1: Regular Service Retiree with minimum 10 years of service credits, and age 55**
 - Coverage includes retiree + Spouse/DP + children under age 26
 - Medical, Dental and Vision
 - Health plan monthly contribution is the same as an active employee
 - Full Premium is taken from pension by CalPERS and District reimburses in arrears
 - Medicare Part B premium is reimbursable for retiree + spouse
- ❑ **Type 2: 20-year retirees, non pensioners – Not retired from CalPERS and/or CalSTRS**
 - Classified Employees only
 - Coverage restricted to just retiree + Spouse/DP (No children)



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TYPES OF RETIREES & QUALIFICATIONS

2. FT Contract Employees hired on or after July 1, 1997

Type 3: Regular Service Retiree with minimum 15 years of service credits, and age 55

- **Bridge to Medicare Program** (coverage between age 55 until Medicare eligibility)
- District subsidy must be used to purchase CalPERS health plans
- Dental/Vision not provided by the District but you can opt-in through self-pay
- The program is restricted to just retiree + Spouse/DP (no children)
- \$500/month (Retiree) or \$1,000/month (RET+Spouse)

Type 4: Voluntary Employee Beneficiary Association (VEBA) Trust

- Minimum 15 years service
- Age 65 or older and Medicare-eligible
- \$100 monthly subsidy (retirees only/no subsidy for dependents)
- You do not need to retire from the retirement system
- You do not need to enroll in CalPERS health
- Plan Administrator United Administrative Services (UAS)
 - Phone Number: 408-288-4460
 - Website: <http://uastpa.com>



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Steps Must Be Taken Prior to Retirement

Before your date of separation, you must do the following:

- Schedule a meeting with the Benefits Department to go through your retirement health transition
 - Go over eligibility for benefits
 - Set up an ACH account for direct deposits and withdrawals of funds with WEX, Inc. (if applicable)
 - Provide alternative contacts including personal email
 - Complete and return all pertinent documentation
- If you and/or spouse are 65 years or older at the time of retirement, contact the Benefits Staff to request a Certification of Prior Coverage (CMS-L564) to avoid late enrollment fees for Medicare Premium Part B.
 - Enroll Medicare for both Parts A & B at the nearest SSA Office
 - Medicare enrollment is mandatory for all Retirees and spouses age 65 or older upon retirement
 - Medicare application requires minimum 4-6 weeks for an ID card for both Parts A & B are required. (no exceptions)
 - DO NOT enroll in Medicare Part D on your own if you enroll under CalPERS Medicare Supplemental plan.
- To continue with CalPERS health plan coverage, you must be an ANNUITANT with either CalPERS/CalSTRS, complete all paperwork for CalPERS, and enroll in a CalPERS Health Plan within 120 days from the date of retirement



Retirees' Responsibilities

For Pre-97 Retirees:

- Set up an online account with CalPERS and/or CalSTRS to download first pension check stub with health insurance deduction, submit the copy to the District in seeking monthly medical premium reimbursement via pdf/email to MyBenefits@fhda.edu
- Provide timely Notice(s) to the District when qualified for Medicare (applicable to both retirees and spouse/CA Registered domestic partner). All documentation must be received by HR prior to the first day of your Medicare eligibility.
- Enroll in CalPERS Medicare Supplemental program immediately upon receiving your Medicare ID card
- Participate in the Annual Retiree Survey
- Submit updated Medicare Part B proof(s) of payment to the District annually no later than March 15th of each year to continue Medicare quarterly reimbursement.
 - Important: Retroactive reimbursement for late submission of Medicare Part B proof of payment is not permissible.
- Notify the District of change of address within 10 business days.
- Notify the District of life qualifying events such as marriage/divorce/death/adoption, etc...within 31 calendar days.



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Retirees' Responsibilities

For Bridge program retirees:

- Set up an online account with CalPERS and/or CalSTRS to download the first pension check stub that includes health premium deduction, submit it to the District in seeking reimbursement via pdf/email to MyBenefits@fhda.edu
- Notify the District of change of address within 10 business days.
- Notify the District of life qualifying events such as marriage/divorce/death/adoption, etc...within 31 calendar days.
- Seek individual plan for Dental/Vision coverage beyond Medicare age (Example: AARP)



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Retirees' Responsibilities

For VEBA program retirees:

- Fill out the application for the program and submit to United Administrative Services
- <https://vebatrust.net/wp-content/uploads/2018/05/enrollment-application.pdf>



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Contact Information

- Official Social Security website: www.ssa.gov
- For information regarding Centers for Medicare & Medicaid Services (CMS), access website: <https://www.cms.hhs.gov>
- To personalize information regarding your Medicare benefits and services, you may use <http://my.medicare.gov> to view claims, order duplicate Medicare Summary Notice (MSN) or replacement of Medicare ID card, view eligibility, entitlement and preventative services information.
- District Benefits Unit
 - Phone: 650-949-6224
 - Fax: 650-949-6299
 - Email: MyBenefits@fhda.edu
 - Website: <http://hr.fhda.edu/benefits>



FOOTHILL-DE ANZA
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District Payroll

District Payroll Office:

Nancy Chao: chaonancy@fhda.edu

Anna Liang: lianganna@fhda.edu

Joey Zhou: zhoujoey@fhda.edu

Elly Zhang: zhangelly@fhda.edu

Mandy Thai: thaimandy@fhda.edu

Yan Zhu: zhuyan@fhda.edu

District Office of Business Service - Building 700
12345 El Monte Road | Los Altos Hills, CA 94022



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Payroll Topics

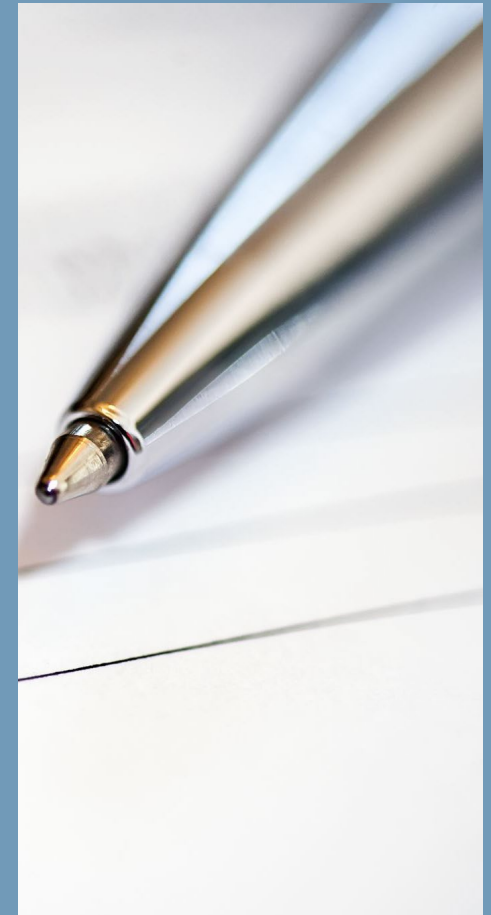
- Types of Retirement Plans
- CalSTRS & CalPERS benefit planning tools
- 403(b) & 457(b) Resources and information
- Final time-report, pay and W2
- Post-retirement activities
- Question?



Types of Retirement Plans

<https://www.irs.gov/retirement-plans/plan-sponsor/types-of-retirement-plans>

- Traditional Defined Benefits Plans – CalSTRS & CalPERS**
- Cash Balance Plans – PARS and CalSTRS Cash Balance**
- Defined Contribution Plans – 403(b) Tax-sheltered annuity plans (Governmental Plan) & 457(b) Deferred compensation plans (Governmental Plan)**
- Social Security**
- IRAs (Individual Retirement Arrangements)**
- 401K**





Federal Mandated Retirement Systems for public employees performing:

Creditable Services

- CalSTRS** Defined Benefits (2%@60 or 2%@62)
- CalSTRS** Cash Balance (since July 1, 1999 for PT faculty)
- FICA/Social Security** for PT faculty and some FT faculty with CalPERS
- PARS** (no longer offered to new PT faculty since July 2007)
- CalPERS** (2%@55 or 2%@62) if prior vested member and elected to retain prior membership within 60 days of full-time employment.

Classified Services

- CalPERS** Defined Benefits (2%@55 or 2%@62) and FICA/Social Security
- CalPERS** Defined Benefits (2.7%@57) for Uniformed Police Officers only
- CalSTRS** (2%@60 or 2%@62) if prior vested member and elected within 60 days of full-time employment.
- FICA/Social Security** for Temp workers (TEA) will mandate into CalPERS when 1000 worked hours is reached



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CalSTRS Benefits Planning

Services <https://www.calstrs.com/benefits-planning-services>

Benefits planning services

CalSTRS offers various services to help you learn about your CalSTRS benefits and actively plan for retirement throughout your career.

Individual benefits planning session

Explore your CalSTRS benefits and services with the help of a CalSTRS benefits specialist in a confidential, one-on-one setting.

We offer sessions online, over the telephone and in-person.

The CalSTRS individual benefits planning sessions cover:

- Your personalized CalSTRS benefit estimates.
- Beneficiary options and how to leave a lifetime benefit to your loved ones.
- How to purchase service credit and what happens to your unused sick leave.
- Concurrent retirement—retiring from more than one California public retirement system.
- Considerations pertaining to health benefits, Medicare and Social Security.

For available session dates and times, simply call 800-228-5453 and select option 3.



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CalSTRS Retirement Benefits Calculator

<https://resources.calstrs.com/CalSTRSComResourcesWebUI/Calculators/Pages/RetirementBenefit.aspx>

CALSTRS[®]

Retirement Benefits Calculator

Estimate Your Retirement Benefits

Read the [disclaimer](#) before using this calculator.

[Watch a video](#) and learn how to generate an estimate of your CalSTRS monthly retirement benefit online.



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CalPERS Retirement

<https://www.calpers.ca.gov/page/active-members>

[Home](#) | [Active Members](#) | [Retirees](#) | [Employers](#)


[Retirement Benefits](#) | [Health Benefits](#) | [Death Benefits](#)

Active Members

Start Designing Your Dream Retirement Today


Learn how to set a strong foundation for your post-public service life.

[Follow These Steps](#)



I Want To . . .

- [Apply for Retirement](#)
- [Attend Training & Events](#)
- [Change Retirement Systems](#)
- [Learn About Health Plan Open Enrollment](#)
- [Get the Latest Member News](#)
- [Plan My Financial Future](#)
- [Purchase Service Credit](#)
- [Refund My Contributions](#)
- [Supplement My Retirement Income](#)
- [View Health Plan Rates](#)
- [Use the Retirement Calculator](#)



Resources

- [2013 Public Employees' Pension Reform Act \(PEPRA\)](#)
- [2025 Health Plan Changes](#)
- [Affordable Care Act \(ACA\)](#)
- [Cal Employee Connect](#)
- [CalPERS 457 Plan](#)
- [CalPERS Benefits Education Events](#)
- [Dental Benefits](#)
- [Disability Retirement](#)
- [Retirement Benefit Formulas](#)
- [Retirement Planning Checklist](#)



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CalPERS Retirement Estimate Calculator

☐ <https://www.calpers.ca.gov/page/active-members/retirement-benefits/service-disability-retirement/retirement-estimate-calculator>

The screenshot shows the CalPERS website interface. At the top left is the CalPERS logo. To the right are links for INVESTMENTS, NEWSROOM, BLOG, and CONTACT. Below this is a navigation menu with tabs for Home, Active Members, Retirees, and Employers. Under the Active Members tab, there are sub-links for Retirement Benefits, Health Benefits, and Death Benefits. A breadcrumb trail reads: Home > Active Members > Retirement Benefits > Service & Disability Retirement > Retirement Estimate Calculator. The main heading is "Retirement Estimate Calculator". Below this is a section titled "Terms of Use" with the following text: "The Retirement Estimate Calculator is intended to provide an estimate only. The estimate does not constitute an official CalPERS retirement allowance, nor should it be relied upon as such. Estimates will be based on the information you provide, and are non-binding between you and CalPERS. Your actual retirement allowance, including optional allowances, will be determined by CalPERS after you formally apply for retirement. CalPERS is governed by the California Public Employees' Retirement Law. If there is a conflict between the law and the information you provide, the law takes precedence." At the bottom of this section is a button labeled "I Accept".



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Available Resources about 403(b) and 457

- ❑ IRS Publication 571 – Tax Sheltered Annuity Programs for Employees of Public Schools and Certain Tax Exempt Organizations
- ❑ IRS Publication 575 – Pension and Annuity Income
- ❑ <https://www.403bcompare.com/>
- ❑ Payroll website:
<http://business.fhda.edu/payroll/d-tax-shelter-annuities-403b-and-deferred-compensation-plans-457b/>
- ❑ IRS 403(b) info: <https://www.irs.gov/retirement-plans/retirement-plans-faqs-regarding-403b-tax-sheltered-annuity-plans>
- ❑ IRS 457(b) info: <https://www.irs.gov/retirement-plans/irc-457b-deferred-compensation-plans>
- ❑ IRS Topic: Saving for Retirement:
<https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-eligibility-and-participation>





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BUSINESS: TAX SHELTER ANNUITIES - 403(B) AND DEFERRED COMPENSATION PLANS - 457 (B)

[HOME](#) / [PAYROLL](#)

TAX SHELTER ANNUITIES - 403(B) AND THE DEFERRED COMPENSATION PLANS - 457(B)

- [403\(b\) and 457\(b\) Participation Checklist](#)
- [Retirement Manager Guide](#)
- [Available VENDORS LIST for 403\(b\), Roth 403\(b\) and 457\(b\)](#)
- [What is a 403\(b\)?](#)
- [What is a Roth 403\(B\)?](#)
- [What is a 457\(b\)?](#)



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403(b) Plan Features

- Contributions can be made on a Pre-Tax or Post-Tax (Roth) basis
- In-Service Rollover/Exchange
- Loan and Hardship are available
- Special Catch-up provisions for employees with 15 years of service who qualify
- Portable to 401(k) or IRAs at separation from service



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403(b) Withdrawal Restrictions

- ❑ Availability of funds generally subject to:
 - Separation from service (no penalty if age 55)
 - Age 59½
 - Disability
 - Death
 - Hardship



403(b) Tax Penalties on Early Withdrawals

- ❑ Withdrawals prior to age 59½ generally are subject to 10% federal tax penalty except:
 - Separation from service at age 55+
 - Separation and selection of substantially equal periodic payments over the life expectancy of the participant, or the joint life expectancy of the participant and a beneficiary, for five years or until the participant attains age 59½, whichever is later.
 - Death or Disability
 - Tax-Deductible Medical Expenses
 - Qualified Domestic Relations Order (QDRO)
 - Payment to IRS on account of federal tax levy



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457(b) Plan Benefits to Employees

- Supplement retirement income
- Defer current income taxation on contributions and earnings
- Able to “double up” on contribution deferrals
- Can contribute to both 403(b) and 457(b) at the same time!



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457(b) Withdrawal Restrictions

- ❑ Availability of funds generally subject to:
 - Attaining age 70½
 - Separation from service (any age with no pre-59½ withdrawal penalty)
 - Unforeseen emergency



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457(b) Taxability

- Pre-tax contributions
- Tax-deferred earnings
- Taxed as ordinary income when withdrawn
- Subject to minimum distribution rules at age 72½



Other 457(b) Plan Features

- In-Service Exchange/Rollover
- Loans are available
- Portable to 403(b), 401(k) or IRAs at separation from service
- Unforeseen Emergency Withdrawals are available



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Getting Started

<https://business.fhda.edu/payroll/d-tax-shelter-annuities-403b-and-deferred-compensation-plans-457b/>

❑ Download the 403b & 457 Participation Checklist

1. Read the IRS publications
2. Review list of vendors in 403(b) and 457(b)
3. Assess 403(b) vendor performance at 403bcompare.com
4. Contact the vendor(s) or a financial advisor to establish your 403(b) and/or 457(b) account(s).
5. **Notify District Payroll at payroll@fhda.edu with information of your newly created account with the vendor(s).**
6. Within two business days, District Payroll will reply to your email with the confirmation of demographic set up at the Retirement Manager (RM) portal including other directions.
7. Access RM portal <https://www.MyRetirementManager.com> to create your new account (Last name, DOB, CWID & last-4 digits of SSN) and submit your intended change(s) online. The RM system will display the available pay dates for the change to take effect. [403(b) by the 15th, 457(b) by last day of prior month.]
8. Submit paper SRA for American Funds and or Vanguard account(s).



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Getting Started – continued...

- ❑ Observe the Monthly deadlines:
 - 403(b) – by the 15th of the effective month
 - 457(b) – by the 15th of the effective month
- ❑ What's available in your Retirement Manager (RM) portal account:
 - Your account balances in 403(b) and 457(b) (except for American Funds and Vanguard)
 - Other tools and resources
 - Available Vendors information
 - Historical SRA records
- ❑ Need help? Call Retirement Manager Support Line: 1-866-294-7950
- ❑ Further questions? Send an email to District Payroll team at payroll@fhda.edu



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Your final time-report, pay date, pay & W2

- If you are separating on or after the 15th of the month, your final time-report will include a manual one being sent to you via AdobeSign due to the online time-report has a reporting period cutoff on the 14th.
- Your final pay will be paid on the scheduled pay date of the month.
- Your final pay includes your entitled pay for the calendar month, any unused vacation and comp time left on the record.
- Upon separation, District HR will remove any existing eW-2 consent so your final W2 will be mailed to your address on file.



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Distribution request that require Employer's approval:


- In-Service rollover
- Cash Distribution after separation
- Rollover from/to a different employer
- Rollover to an IRA
- Loan and Hardship withdrawal
- QDRO – Qualified Domestic Relations Order
- RMD – Required Minimum Distribution
- Death Distribution



Handling of your 403(b)/457(b) during active employment or post-separation?

<https://www.irs.gov/retirement-plans/plan-participant-employee/rollovers-of-retirement-plan-and-ira-distributions>

ROLLOVER CHART

|  | | Roll To | | | | | | | |
|---|--|------------------------------------|------------------------------------|---------------------------------------|------------------------------------|------------------------------------|---------------------------------------|----------------------|--|
| | | Roth IRA | Traditional IRA | SIMPLE IRA | SEP-IRA | Governmental 457(b) | Qualified Plan ¹ (pre-tax) | 403(b) (pre-tax) | Designated Roth Account (401(k), 403(b) or 457(b)) |
| Roll From | Roth IRA | Yes ² | No | No | No | No | No | No | No |
| | Traditional IRA | Yes ³ | Yes ² | Yes ^{2, 7} , after two years | Yes ² | Yes ⁴ | Yes | Yes | No |
| | SIMPLE IRA | Yes ³ , after two years | Yes ² , after two years | Yes ² | Yes ² , after two years | Yes ⁴ , after two years | Yes, after two years | Yes, after two years | No |
| | SEP-IRA | Yes ³ | Yes ² | Yes ^{2, 7} , after two years | Yes ² | Yes ⁴ | Yes | Yes | No |
| | Governmental 457(b) | Yes ³ | Yes | Yes ⁷ , after two years | Yes | Yes | Yes | Yes | Yes ^{3, 5} |
| | Qualified Plan¹ (pre-tax) | Yes ³ | Yes | Yes ⁷ , after two years | Yes | Yes ⁴ | Yes | Yes | Yes ^{3, 5} |
| | 403(b) (pre-tax) | Yes ³ | Yes | Yes ⁷ , after two years | Yes | Yes ⁴ | Yes | Yes | Yes ^{3, 5} |
| Designated Roth Account (401(k), 403(b) or 457(b)) | Yes | No | No | No | No | No | No | Yes ⁶ | |

¹Qualified plans include, for example, profit-sharing, 401(k), money purchase, and defined benefit plans.

² [Only one rollover](#) in any 12-month period.

³Must include in income.

⁴Must have separate accounts.

⁵Must be an in-plan rollover.

⁶Any nontaxable amounts distributed must be rolled over by direct trustee-to-trustee transfer.

⁷Applies to rollover contributions after December 18, 2015. For more information regarding retirement plans and [rollovers](#), visit [Tax Information for Retirement Plans](#).



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Questions?

Email us at

Payroll@fhda.edu

Payroll website

<https://business.fhda.edu/payroll/index.html>

