

YOUR RETIREMENT GUIDE

A STEP-BY-STEP CHECKLIST



Your
Financial
Well-Being

**UPMC
Retirement
Benefits**

YOU'RE RETIRING SOON

CONGRATULATIONS! RETIRING IS A BIG STEP

You'll be asked to make many important decisions about your UPMC benefits and your financial security over the next few weeks and months. This easy-to-use guide takes you step by step through the retirement process. It also gives you information about some of the other things you need to know, do, and consider as you leave the workforce to make sure that your retirement gets off to a great start.

HOW TO GET STARTED

Inform your manager and Human Resources representative that you would like to retire. Once you have confirmed the retirement date with them, you may wish to visit the UPMC Retirement Center website to schedule an appointment with a retirement specialist (see page 3 for how to schedule an appointment). You can also call the UPMC Retirement Center at **1-877-206-8264** and ask to speak with a retirement specialist.

The retirement specialist will partner with you to ensure you understand your options and benefits in the UPMC Savings Plan and UPMC Cash Balance Plan—with the goal of making your transition to retirement easy, convenient, and hassle free—so you can retire with peace of mind. Keep in mind that you must terminate your employment with UPMC to receive all of your retirement benefits and cannot continue working in any employment status, such as casual or part-time.

If you decide to return to work with UPMC after your employment terminates, you should call the UPMC Retirement Center and speak to a retirement specialist to determine how this may impact payment of your retirement benefits.

Working With Your Retirement Specialist

Retirement specialists understand the importance of your retirement decisions. They'll take all of your UPMC Retirement Plan elections over the phone, help you complete and return any required paperwork, and help you understand:

- What benefit options you have;
- The forms and information you'll receive in the mail about your benefits;
- How to begin your Social Security and Medicare benefits;
- How to get in touch with a Financial Education Consultant to discuss your retirement plans in person, or how to contact an Investment Advisor to discuss your situation over the phone; and
- What action steps you need to take and when.

TIP: START THE PROCESS THREE MONTHS OUT.

Start the retirement process about three months before you want to stop working. This will give both you and UPMC enough time to get everything in place for a smooth transition.

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Online Tools and Information

Visit the UPMC Retirement Center website for detailed, personalized information about your UPMC retirement benefits and easy-to-use modeling tools that will help you understand and make decisions about your options. You can even complete the entire retirement process online without the assistance of a retirement specialist. Of course, you can call a retirement specialist at any time if you need help.

You can access the UPMC Retirement Center website while you are still working through **Infonet.UPMC.com** (click on HR Direct, then click the My Retirement icon). Prior to terminating your employment, you should ensure you are set up to access the UPMC Retirement Center website directly at **digital.alight.com/upmc**—24 hours a day, seven days a week. You'll need to establish a user ID and password if you don't access the UPMC Retirement Center website through **Infonet.UPMC.com** or HR Direct.

Scheduling a Retirement Specialist Appointment

You can make an appointment with a retirement specialist through the UPMC Retirement Center website. On the home page, click on the Retirement Hub icon on the left side of the page, then click on schedule an appointment from the Questions? tile on the right side.

You can choose a day and time that works for you, and a retirement specialist will call you back.

TIP: REMEMBER YOUR USER ID AND PASSWORD.

For your security, you'll need your user ID and password to work with a retirement specialist or access personalized information or modeling tools on the UPMC Retirement Center website. If you don't remember them, visit **digital.alight.com/upmc** or call **1-877-206-8264** to request new ones. Don't forget your user ID and password—you'll need them to call or log on after you've retired, too.

Need Help Managing Your Retirement Savings?

Now that you're retiring, it's time to decide what to do with the money you've accumulated. You have several options—and the choice you make now can have a big impact on your future income. To help you determine what's best for you, call the UPMC Retirement Center at **1-877-206-8264** and select the Investment Advice option to speak with an Investment Advisor from Alight Financial Advisors, LLC (AFA). There are no additional fees to speak with an Investment Advisor.

Investment Advisors will take the time to understand your situation and explain your options, from keeping your funds in the UPMC plan to rolling over to another provider. If you keep your money in the plan, you'll have an opportunity to receive steady monthly payouts that can last for life. UPMC's partnership with AFA gives you a variety of options for managing your money during retirement and offers unique cost savings that aren't available to the general public.

UPMC RETIREMENT CENTER:

- **Infonet.UPMC.com:** Click on HR Direct, then click the My Retirement icon; or
- Direct access: **digital.alight.com/upmc** (however, you will need to set up a user ID and password).

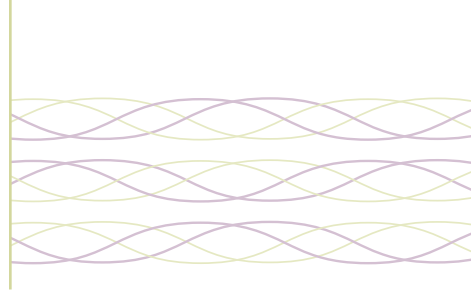
1-877-206-8264. Representatives are available Monday through Friday, 8 a.m. to 5 p.m. EST.

ALIGHT FINANCIAL ADVISORS (AFA):

1-877-206-8264, select the Investment Advice option. Investment Advisors are available Monday through Friday, 9 a.m. to 9 p.m. EST.



YOUR RETIREMENT ACTION CHECKLIST



Use this checklist to keep track of what you need to do as you work through the retirement process.

YOUR UPMC RETIREMENT BENEFITS

CASH BALANCE PLAN

WHAT YOU NEED TO KNOW

- ❑ **Eligibility:** You're eligible to receive your benefits earned under the plan if you're vested as of your retirement date. You are 100% vested after the earlier of completion of three years of service (1,000 paid hours each year) or attainment of age 65.
- ❑ **Payment Timing:** After your termination date, UPMC will perform a complete review of your pay (including any trailing earnings) and service before calculating your final benefit. This review process means that it may take 60 to 90 days after your termination date before your benefit can be paid out, but it helps ensure that all of your earnings are captured and you are receiving your full benefits.
- ❑ **Status Changes:** You are unable to begin receiving benefits if you continue to work at UPMC in any employment status, such as casual or part-time, or if you are rehired at UPMC prior to collecting your first payment or lump-sum distribution.
- ❑ **Mandatory Cash-Outs:** Depending on your balance on the date that the value of your benefit is determined, if your benefit is less than \$7,000 but greater than \$1,000, you must commence your benefit. If you don't take action, an IRA rollover account will be created for you with Alight Financial Solutions. If your benefit is less than \$1,000, you'll receive a check—minus any mandatory federal tax withholding unless you contact the UPMC Retirement Center to set up a rollover.

IMPORTANT: Choose your retirement date carefully.

Your age, years of service, and eligible annual pay impact the amount of your Cash Balance Plan benefit. Your retirement specialist can give you the information you need to help you make the decision that's right for you.

Also, you do not have to begin receiving your benefits when you leave UPMC. However, you must commence your benefit payment no later than your Required Minimum Distribution Date. Refer to the Summary Plan Description for additional information.

WHAT YOU NEED TO DO

- ❑ Review your pension election kit and your available payment options carefully. Choose the type of payments you want, as well as how and when you want to receive them (see page 11).
- ❑ Return the required forms at least 30 days before your retirement date to make sure that your payments won't be delayed.
- ❑ Have your bank or other account information available to set up direct deposit.
- ❑ Call your retirement specialist or visit the UPMC Retirement Center website for more information.
- ❑ If you choose to roll over your account balance, you can go to the UPMC Retirement Center website to compare IRA providers and choose the one that's right for you. From there, you can set up an IRA rollover account and make your election online.

TIP: USE DIRECT DEPOSIT.

Direct deposit makes receiving retirement plan payments easy and convenient. To set up direct deposit, have your bank or other account information available as you work through the retirement process.

YOUR UPMC RETIREMENT BENEFITS

SAVINGS PLAN

WHAT YOU NEED TO KNOW

- ❑ Your plan contributions stop when you retire. To be vested in your matching contributions, you must have completed three years of service (1,000 paid hours each year) or be age 65.
- ❑ If you have an outstanding loan balance, you have the option to continue repaying that loan after your employment ends. Loan repayment coupons will be sent to you following your last day of work. If you take a total distribution of your retirement account or if you do not make repayments on a timely basis, your outstanding loan balance will be reported as taxable income.
- ❑ If your individual plan balance is less than \$7,000 but greater than \$1,000, you must commence your benefit. If you don't take action, an IRA rollover account will be created for you with Alight Financial Solutions. If your plan balance is less than \$1,000, you'll receive a check, minus any mandatory federal tax withholding. If your account balance is \$7,000 or greater, you may choose to leave your balance in the plan or choose one of the available payment options, including a rollover. If you leave your money in the plan, administrative and other fees will apply as described in the Annual Fee Disclosure found on the Retirement Center website.

- ❑ You'll continue to choose how any money you leave in the plan is invested.
- ❑ There will be an administrative delay of 15 days after your termination date before your benefit can be paid out to ensure you receive the maximum benefit you have earned.

WHAT YOU NEED TO DO

- ❑ Choose how and when you want to take money out of the plan. If you choose to roll over your account balance, you can go to the UPMC Retirement Center website to help you compare IRA providers and choose the one that's right for you. From there, you can set up an IRA rollover account and make your election online.
- ❑ If you wish to leave your money in the Savings Plan, no action is required.
- ❑ Required minimum distributions are required to begin the year you turn 73 and are no longer employed by UPMC.

OTHER RETIREMENT PLANS

WHAT YOU NEED TO KNOW

- ❑ Throughout the duration of your UPMC employment, you may have participated in different retirement plans and may have balances with these or other former recordkeepers. To take action on any of these legacy plan balances, contact the plan administrators directly.

AIG VALIC	1-800-448-2542
Empower	1-866-467-7756
Fidelity	1-800-343-0860
Lincoln Financial	1-800-234-3500
Mass Mutual	1-800-743-5274
MetLife	1-800-543-2520
PNC	1-800-374-4631
Principal	1-800-547-7754
Prudential	1-800-458-6333
TIAA-CREF	1-800-842-2776
Transamerica	1-800-755-5801
Vanguard	1-800-523-1188

OTHER RESOURCES/ACTION STEPS

SOCIAL SECURITY

WHAT YOU NEED TO KNOW

- ❑ It's important to understand the best time to begin your Social Security benefits based upon your unique situation. You may begin receiving a reduced benefit as early as age 62; however, you'll receive the full benefit between the ages of 65 and 67, depending on your birth date.
- ❑ You have access to a Social Security guidance tool from Alight Financial Advisors (AFA) which you can use to discover how to maximize your expected lifetime benefit. If you are age 55 or greater and within seven years of retirement, you can also review an Income Plan that combines the various sources of income you may have to provide you with a holistic, year-by-year plan. To learn more, call the UPMC Retirement Center at **1-877-206-8264** and select the Investment Advice option to speak with an Investment Advisor.

IMPORTANT: Apply for Social Security benefits at least three months before you plan on first receiving them to ensure that your benefits will begin when you need them to.

WHAT YOU NEED TO DO

- ❑ Visit **www.socialsecurity.gov** or call **1-800-772-1213**. TTY users should call **1-800-325-0778**.
- ❑ Apply for benefits.



PENSION AND SAVINGS PLAN BENEFITS FROM EMPLOYERS OTHER THAN UPMC

WHAT YOU NEED TO KNOW

- ❑ Are you eligible for pension plan benefits from employers other than UPMC?
- ❑ Do you have balances in employers' savings plans other than UPMC?

WHAT YOU NEED TO DO

- ❑ Factor these benefits into your planning.
- ❑ Decide how and when you want your benefits to be paid.
- ❑ Contact your former employers and/or financial institutions.

OTHER RESOURCES/ACTION STEPS

PERSONAL SAVINGS

WHAT YOU NEED TO KNOW

- ❑ Your personal savings, including bank accounts, IRAs, brokerage accounts, and other investments, are additional important sources of retirement income.

WHAT YOU NEED TO DO

- ❑ Factor these savings into your planning.
- ❑ Contact your financial institutions.
- ❑ Call Alight Financial Advisors (AFA) at **1-877-206-8264** and select the Investment Advice option to speak with an Investment Advisor about your personal situation.

ESTATE PLANNING

WHAT YOU NEED TO KNOW

- ❑ An estate plan ensures that you and your beneficiaries get the maximum value from your hard-earned money—both before and after your death.
- ❑ You may wish to consider having a will, living trust, durable power of attorney, power of attorney for health care, and/or a living will.
- ❑ Estate planning is for everyone, regardless of income level.

WHAT YOU NEED TO DO

- ❑ Gather and review all your financial records, current will, and other legal documents.
- ❑ Contact a lawyer and a financial advisor.
- ❑ If interested in estate planning you may want to take advantage of MetLife Legal Plan coverage. You have the ability to create wills, a living will, and powers of attorney. Search “legal insurance plan” on Infonet to learn more.
- ❑ LifeSolutions, our employee assistance program offers private and confidential resources to help as you consider transitioning to retirement. Search “LifeSolutions” on Infonet to access.



YOUR OTHER UPMC BENEFITS

MEDICAL, DENTAL, FLEXIBLE SPENDING ACCOUNT, HEALTH REIMBURSEMENT ARRANGEMENT, AND HEALTH SAVINGS ACCOUNT COVERAGES

WHAT YOU NEED TO KNOW

- ❑ Coverage ends on the last day of the month of your retirement date.
- ❑ You can temporarily continue your coverage through COBRA (see the COBRA section below).
- ❑ You can submit flexible spending account claims until April 30 of the year after you retire for expenses that you incurred before your retirement date.
- ❑ Health Savings Account funds remaining in your account are yours, and can be used for future health care expenses.
- ❑ Health Reimbursement Arrangement funds remaining in your account may only be used while enrolled in COBRA. Upon COBRA termination, remaining funds are forfeited.
- ❑ If you're under age 65, you may want to consider enrolling in Marketplace coverage. UPMC Health Plan products are available at www.upmchealthplan.com/coverage. You may also access the federal Health Insurance Marketplace at www.healthcare.gov.

- ❑ At the age of 64, you may want to begin to investigate your Medicare options (see page 10 for more information).
- ❑ If you're age 65 or older and already enrolled in Original Medicare, you may want to consider enrolling in one of the UPMC Health Plan Medicare products. Options include HMO and PPO plans. For more information, call the UPMC Health Plan at **1-866-416-5771**, Monday through Friday, 8 a.m. to 8 p.m., and Saturday, 9 a.m. to 3 p.m. EST, or visit upmchealthplan.com/medicare. TTY users should call **711**.

WHAT YOU NEED TO DO

- ❑ See the COBRA section below.
- ❑ Call the UPMC Health Plan to receive more information about either the Marketplace or the Medicare insurance products you can enroll in as an individual.

COBRA

WHAT YOU NEED TO KNOW

- ❑ You can temporarily continue your medical, dental, and vision coverages, as well as your Flexible Spending Account contributions and Employee Assistance Program, through COBRA. The maximum time frame to continue COBRA is 18 months.

IMPORTANT: If you're eligible for Medicare (see page 12), COBRA does not qualify as "creditable coverage." You may be subject to a penalty for your Medicare Part B and Part D prescription drug coverage premiums if you elect COBRA and delay taking Medicare coverage during your Initial Coverage Election Period. Please ask your retirement specialist how this could impact your Part B and Part D premiums and effective dates.

WHAT YOU NEED TO DO

- ❑ Decide if you want COBRA coverage. **UPMC Health Plan Connect Centers** can individually meet with you if you want to shop for new coverage or need answers to health insurance questions.
- ❑ Enroll when you receive your COBRA enrollment materials in the mail.
- ❑ If you have other UPMC benefits-related questions, call the UPMC Employee Benefits Service Center at **1-800-994-2752** and press **option 3**. Representatives are available Monday through Friday, 8 a.m. to 5 p.m.



YOUR OTHER UPMC BENEFITS

LIFE INSURANCE

WHAT YOU NEED TO KNOW

- ❑ Supplemental and dependent life, and accidental death and dismemberment insurance coverages end on the last day of the month of your retirement date.
- ❑ You can convert life insurance coverage that doesn't continue into retirement to an individual policy within 30 days of your retirement date, or you may wish to consider purchasing alternative life insurance that meets your needs in retirement.

WHAT YOU NEED TO DO

- ❑ Decide if you want to continue your current coverage and review your COBRA notice for instructions.
- ❑ Complete the necessary forms and pay the premium within 30 days of leaving UPMC.
- ❑ If you have questions, call the UPMC Employee Service Center at **1-800-994-2752** and press **option 3**.

VOLUNTARY BENEFITS

WHAT YOU NEED TO KNOW

- ❑ You may be able to continue your voluntary benefits, such as Norton LifeLock or MetLife Legal Plan, as a retiree.
- ❑ You'll be billed each month by the provider for the cost of your voluntary benefits coverage.

WHAT YOU NEED TO DO

- ❑ Review the voluntary benefits options. If you're enrolled in an option, determine if you are able to continue this coverage and it still meets your needs.
- ❑ Call the voluntary benefits carrier through UPMC DirectLink at **1-800-994-2752** and press **option 5**. You can request to be billed directly for your coverage.

DISABILITY

WHAT YOU NEED TO KNOW

- ❑ Short- and long-term disability coverages end on the day you retire.

PAID TIME OFF (PTO)

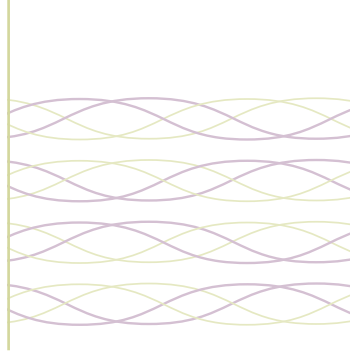
WHAT YOU NEED TO KNOW

- ❑ Any unused vested* PTO will be paid out to you—generally, in your last paycheck.

* You are vested after 3 years of service.



YOUR RETIREMENT PLAN PAYMENT OPTIONS AND TAX CONSIDERATIONS



If you're eligible, you'll be asked to choose among several Cash Balance Plan and Savings Plan payment options as part of the retirement process. Your retirement specialist can help you understand your options and the tax rules that may apply. Because these rules are very complex, you may wish to consider talking with a qualified tax or financial advisor about your personal situation.

You may have to pay income taxes on your Cash Balance Plan payments and any money you take out of the Savings Plan. Under current federal law:

- You can continue to defer income taxes until you reach age 73 by rolling over lump-sum payments into an IRA or another tax-qualified plan.
- 20% of lump-sum payments must be withheld for tax purposes—unless you roll them over directly into an IRA or another eligible retirement plan. This withheld amount will be applied to your income taxes in the year in which you took the lump sum.
- If you don't roll over a lump sum that you take before you're age 59½, you may owe an extra 10% tax penalty on top of regular income taxes.
- You may roll over part of your total payment/distribution from the Savings Plan. You can't roll over annuity payments.

Keep in mind that you can work with Alight Financial Advisors (AFA) to set up monthly payouts that can last for life, through the fee-for-service Professional Management program (a monthly management fee is based on your UPMC Savings Plan account balance). Taxes will be withheld from these payouts. For more information, call the UPMC Retirement Center at **1-877-206-8264** and select the Investment Advice option to speak with an Investment Advisor.



Here are some things to consider as you think about what types of payment options might be best for you. Some options may vary or not be available within the Savings Plan. Your retirement specialist can help you understand your options.

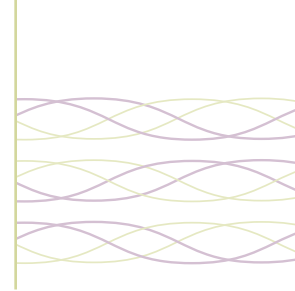
IF YOU...	CONSIDER...
DEFER PAYMENT	<ul style="list-style-type: none"> <input type="checkbox"/> Can you live comfortably now if you defer your benefits? Can your personal savings or other sources of income meet your needs in the meantime? <input type="checkbox"/> If you elect to defer payment, administrative and other fees will apply as described in the Annual Fee Disclosure found on the Retirement Center website. <input type="checkbox"/> Do you want help managing your investments? Alight Financial Advisors (AFA) offers an Online Advice service if you want to manage your own account and a Professional Management program if you want personalized planning and account management from an expert.
TAKE A LUMP-SUM PAYMENT	<ul style="list-style-type: none"> <input type="checkbox"/> If you take your payment in cash, how will the tax bite affect your retirement security? <input type="checkbox"/> What are the benefits of rolling over the lump sum directly into an IRA? Will tax-deferred growth improve your retirement security? Will you be in a lower tax bracket in a few years and be able to pay lower taxes on the money you withdraw from an IRA? <input type="checkbox"/> If you have a Cash Balance Plan benefit, you can roll over your payment into your Savings Plan account. Likewise, you can also roll over your Savings Plan account balance into your Cash Balance Plan account.
TAKE A SINGLE LIFE ANNUITY	<ul style="list-style-type: none"> <input type="checkbox"/> You'll receive a monthly payment for the rest of your life, and payments will end when you die. <input type="checkbox"/> Are you married? Do you have dependents? Will choosing this option hurt their financial security after your death? Do you have life insurance or other income or savings that will support them?
TAKE A JOINT AND SURVIVOR ANNUITY	<ul style="list-style-type: none"> <input type="checkbox"/> You'll receive a monthly payment for the rest of your life. When you die, your beneficiary will receive a percentage of your monthly benefit for his or her lifetime. <input type="checkbox"/> Your monthly benefit will be lower than the amount that you would receive from a Single Life Annuity. The benefit amount depends on your age, the beneficiary's age, and the percentage of the benefit that will be paid to the beneficiary when you die.

TIP: A SIMPLE WAY TO ROLL OVER YOUR SAVINGS.

1. Go online to the UPMC Retirement Center website to decide where you want to roll over your money—many leading IRA providers are available.
2. Set up your rollover IRA account.
3. Roll over your money through the UPMC Retirement Center website to an IRA or another employer's plan if you decide to continue working.



UNDERSTANDING YOUR MEDICARE COVERAGE



What You Need To Know About Medicare

- ❑ You have seven months (starting three months before the month of your 65th birthday) to enroll in Medicare. This is called your Initial Coverage Election Period.
- ❑ To enroll, contact Social Security at **1-800-772-1213**, Monday through Friday, 7 a.m. to 7 p.m. EST. TTY users should call **1-800-325-0778**. You can also enroll online at **www.ssa.gov**.
- ❑ Social Security may ask you to set up an interview with a claims representative. The representative may be able to schedule a phone interview immediately, or you can schedule a special appointment at a Social Security office near you for an in-office interview.

IMPORTANT: You will need to provide proof of age and citizenship, such as a birth certificate. You may also be asked for documents that could affect your coverage or that of your spouse (such as separation-from-military papers or divorce papers).

ENROLLING IN MEDICARE

At age 65, you become eligible for Medicare. You can enroll in Medicare and apply for Social Security benefits at the same time—as early as three months before you reach age 65. (If you're younger than age 65 and already receiving Social Security benefits, you'll be automatically enrolled in Medicare as of the first day of the month in which you reach age 65.) If you wait to enroll in Medicare until you're already age 65, the start of your coverage may be delayed. Also, if you enroll after your Initial Coverage Election Period, you may have to pay higher premiums—unless you were still working and covered by UPMC's medical plan or your spouse's plan.

UPMC Health Plan offers a portfolio of competitively priced Medicare products, including group-sponsored and individual HMO and PPO plans. These products will allow you to continue to access the UPMC network of physicians and hospitals for your health care needs.

The 4 Parts of Medicare

MEDICARE PART A AND B (ORIGINAL MEDICARE)

MEDICARE PART A (Hospitalization, Skilled Nursing Facility, Home Health Care, and Hospice Coverage) is a standard Medicare benefit and has no cost if you meet the requirements. You or your spouse must have paid Medicare taxes for 10 years or more through working wages. If not, there is a sliding scale premium.

MEDICARE PART B (Medical and Doctor Coverage) is an individual election and requires a monthly premium. This premium may vary based on your income and may change each year. In 2024, the standard Part B premium is \$174.70 per month.*

It is important to sign up for Medicare Part B promptly during your Initial Coverage Election Period to avoid gaps in coverage or late enrollment penalties. To learn more about Special Enrollment Periods and Part B penalties, visit **www.ssa.gov**.

* See the most recent Medicare & You (available at **www.medicare.gov**) for a complete listing of Medicare premiums.

PART C (MEDICARE ADVANTAGE PLANS)

These plans are provided through private insurance companies. They combine your Part A Hospital, Part B Medical, and sometimes, your Part D Prescription Drug coverage into one easy-to-use plan.

IMPORTANT: To be eligible for a Medicare Advantage plan, you must have both Medicare Parts A and B and continue to pay your Part B premium. You must also permanently reside within the plan's service area and be a United States citizen or lawfully present in the United States, although exceptions may apply.

PART D (PRESCRIPTION DRUG COVERAGE)

You can enroll in Medicare Part D prescription drug coverage during the Initial Enrollment Period. However, you cannot do this through the Social Security office. You can get Part D included in your Medicare Advantage plan or through a standalone Part D plan from a private insurance company. You could incur a premium penalty if you enroll in Part D after the Initial Enrollment Period.

You can also call Medicare at **1-800-MEDICARE** (1-800-633-4227), 24 hours a day, seven days a week. TTY users should call **1-877-486-2048**.

What You Need To Do

Learn more about the basics of Medicare.

For information about Medicare, visit **www.medicare.gov** or call **1-800-MEDICARE** (1-800-633-4227), 24 hours a day, seven days a week. TTY users should call **1-877-486-2048**.

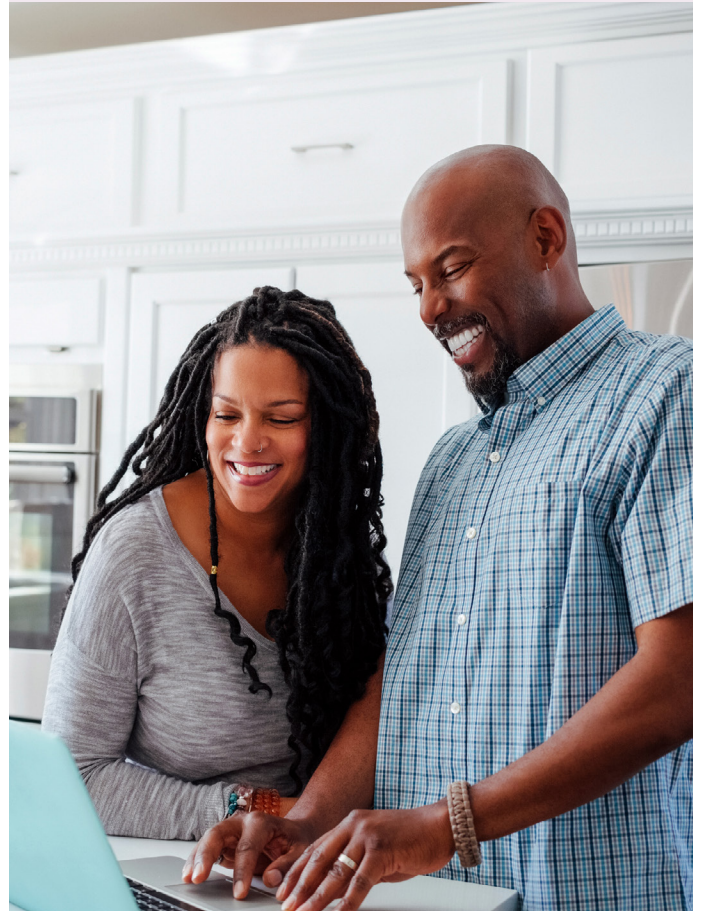
Contact Social Security to enroll in Medicare Part A and Part B. Visit **www.ssa.gov** or call **1-800-772-1213**, Monday through Friday, 7 a.m. to 7 p.m. EST. TTY users should call **1-800-325-0778**.

Explore your Medicare plan options. Call UPMC Health Plan at **1-866-416-5771 (TTY: 711)** Oct. 1 through Dec. 31, seven days a week, from 7 a.m. to 9 p.m., and Jan. 1 through Sept. 30, seven days a week, from 8 a.m. to 8 p.m. to get information about the Medicare products (including HMO and PPO plans) in which you can enroll, or email questions to **upmcmedicare@upmc.edu**.

Choose your coverage. Enroll in Medicare during the seven-month window that includes the three months before you turn age 65, the month of your 65th birthday, and the three months after you turn age 65.

IMPORTANT

With the number of choices you have, we recommend that you call UPMC Health Plan to learn more. Our Medicare Advisors are knowledgeable about Medicare, can answer your questions, and can help with your Medicare plan choice.



YOUR LAST WEEK AT WORK

A TO-DO LIST

Exit Interview

- ☐ Contact your HR Representative to schedule an exit interview.

Infonet.UPMC.com and HR Direct

- ☐ Upon retirement, you will no longer have access to **Infonet.UPMC.com** or HR Direct.
- ☐ Make sure to visit **digital.alight.com/upmc** and set up your user ID and password to ensure you are able to access the UPMC Retirement Center website.

Return Equipment

- ☐ Turn in your ID badge, keys, pager, mobile phone, laptop, and any other UPMC-owned equipment to your supervisor.

Expenses/Travel/Dues

- ☐ Make sure that any expense reports are completed, and cancel any dues, memberships, and/or subscriptions. Don't forget to cancel your parking lease.



TIP: REMEMBER TO REPORT ADDRESS CHANGES.

After you retire, don't forget to let UPMC know if your address changes by emailing **DataEntryInquiries@upmc.edu**. You also need to report an address change for your retirement account. Visit the UPMC Retirement Center website at **digital.alight.com/upmc** or call **1-877-206-8264** and ask to speak with a representative. You'll need your UPMC Retirement Center user ID and password.

This guide provides a summary of the UPMC retirement benefits. This guide does not supersede the description of benefits contained in the plans' documents. In the event of any discrepancy between this guide and the plans' documents, the plans' documents will govern. UPMC retains the right to make changes to or terminate the plans at any time.

The UPMC Savings Plan and UPMC Cash Balance Plan Summary Plan Description (SPD) documents contain details about the UPMC Savings Plan and the UPMC Cash Balance Plan. You can view the SPDs by logging on to the UPMC Retirement Center website through **Infonet.UPMC.com** or HR Direct. You can also access the UPMC Retirement Center website at **digital.alight.com/upmc**. Click on the Savings and Retirement tab, then scroll down to click on Forms and Materials, including the SPD. For your convenience, you can print the online SPDs directly from the website. You also have the right to request and receive, free of charge, a printed copy of each SPD. You may make this request through the UPMC Retirement Center website or by calling the UPMC Retirement Center at **1-877-206-8264**. Representatives are available between 8 a.m. and 5 p.m. EST, Monday through Friday.

UPMC has partnered with Alight Financial Advisors (AFA) to provide investment advisory services to plan participants. AFA has hired Financial Engines Advisors L.L.C. (FEA) to provide sub-advisory services. AFA is a federally registered investment advisor and wholly owned subsidiary of Alight Solutions LLC. FEA is a federally registered investment advisor. Neither party guarantees future results. In referring participants to Edelman Financial Engines for their Personal Advisor service, AFA is acting in a solicitor's capacity, as defined under Rule 206(4)-3 of the Advisers Act.

With AFA's Professional Management with Income+, payouts begin in retirement at your request and can last into your early 90s. If you want payouts longer and want a lifetime guarantee, consider an annuity purchase from outside the plan. AFA does not guarantee payout amounts or payouts for life and does not sell annuities.

AFA's Social Security guidance can provide reasonable estimates for you and your spouse. Estimates are not guarantees of future benefit payments and are based on information about you as well as current Social Security laws, rulings, and formulas available from the Social Security Administration.