

The intent of this document is to provide information that will assist eligible employees with the retirement process. For eligibility rules for TCPI, TCP2 and the retiree health insurance, please reference the Summary Plan Descriptions found on the Benefits Office website: <https://benefits.llnl.gov>

Important Phone Numbers and Website Addresses for Retirees

AD&D:

877-202-1346

Benefit Office:

925-422-9955

Empyrean:

844-750-5567

www.llnsretireebenefits.com

Fidelity:

800-835-5095

www.netbenefits.com

LLNS Pension Center:

866-655-9587

<https://ypr.aon.com/>

Livermore

MetLife Legal

800-821-6400

legalplans.com

Social Security Admin:

800-772-1213

www.socialsecurity.gov

University of California Retirement Administration Customer Service:

800-888-8267

ucnet.universityofcalifornia.edu

Via Benefits

866-682-4841

<https://my.viabenefits.com/llns>

Contact your department for their separation procedures

Lawrence Livermore National Security, LLC Retirement Guide

TCP 1 Retirement

Upon choosing a retirement date, you may either log on to Your Pension Resources (YPR) at <https://ypr.aon.com/livermore> to prepare and download your retirement packet immediately or you may call the LLNS Pension Center to have your packet sent to you by mail in approximately 3-6 weeks. The earliest you may start your retirement process is 90 days in advance of your chosen benefit commencement date. You may stop working at Lawrence Livermore National Security (LLNS) at any time however, you can only retire on the 1st of any month. The latest you can wait to contact the LLNS Pension Center is a month prior to the month of retirement. For example, if the desired retirement date is August 1, the latest the LLNS Pension center can be contacted is June 30th. If the LLNS Pension Center is contacted after June 30th the next possible retirement date is September 1st.

The retirement packet will contain an estimate of the monthly pension along with the necessary retirement forms. If a Joint and Contingent payment option is elected the birth certificate or passport of the beneficiary will be required. If the beneficiary is your spouse, a marriage certificate will also be required. The completed forms along with appropriate documentation may be uploaded into your YPR profile or mailed to the LLNS Pension Center for processing.

Monthly retirement checks are issued on the 1st of every month.

If you have Capital Accumulation Provision (CAP) money at UC, distribution forms will be included within the TCPI retirement packet. After your retirement, mail the forms directly to UC for processing. The address is on the form.

TCP 2 with UCRP Retirement

If you are an inactive member of the UC Retirement Plan (UCRP), you will contact UC Customer service to retire. They will provide you with the necessary documents for collecting your pension and/or Capital Accumulation Provision (CAP) monies.

To start withdrawals from your LLNS 401(K) Plan you will contact Fidelity.

If you have funds in the UC 403(b) Plan, 457 Plan and/or Defined Contribution Plan and wish to make withdrawals you will contact Fidelity.

TCP 2 Retirement with LLNS 401K only

To start withdrawals from your LLNS 401(K) Plan you will contact Fidelity.

Retiree Health and Welfare Benefits prior to age 65 or without Medicare

Approximately 60 days prior to your last day worked, contact the Benefits Office to set up an appointment with a Benefits Counselor. If you are TCP 2 with UCRP and have one of the following please provide it at the time of your meeting: A monthly statement for your UCRP payment, 1099-R, or a confirmation statement from UCRP. Please inform the Benefits Counselor if you do not possess one of these items.

Your employee medical, dental and vision coverage will continue through the end of the month in which your date of termination occurs. In most cases your retiree medical insurance, dental insurance, and vision insurance/vision discount program will start on the first of the following month. LLNS has contracted with Empyrean to administer medical insurance, vision insurance, dental insurance, and the MetLife Legal Plan for retirees. Due to processing requirements, your retiree insurance may not be in effect on the first of the month. When your enrollment process is completed the coverage will be retroactive to the eligibility date. It is recommended that you attend appointments and fill any prescriptions prior to the end of your employee coverage in case you are impacted by this retroactivity.

Medical, Dental Plans & Vision Plans: After Empyrean has received your retirement information from LLNS, approximately 1-2 weeks after your termination date, you may contact them to set up your retiree benefits or wait until you receive their welcome packet in the mail. You can elect to pay Empyrean for your benefit coverage each month by check or set up a direct withdrawal from your bank.

If you are enrolling eligible dependents, Empyrean will require proof of eligibility at the time of enrollment. A letter explaining the Plan requirements will be included in your welcome packet. You can also log onto Empyrean's website to complete the dependent enrollment process.

If you choose not to enroll in your retiree medical, dental and/or vision coverage due to other group coverage, *you* must contact Empyrean and tell them you wish to **suspend** your coverage. If you fail to do so, you will not be eligible for retiree medical, dental and/or vision coverage in the future.

MetLife Legal Assistance may be continued through Empyrean.

Accidental Death & Dismemberment may be continued through AIG. An enrollment form and premium information can be obtained from the Benefits Office.

Life Insurance may be continued through MetLife. You may either continue your current term life coverage or convert your coverage to whole life. You may also convert your basic life insurance to whole life. The cost of this coverage is different than what you currently pay through payroll deductions. MetLife will send the detailed information to your home after your retirement date.

Retiree Health and Welfare Benefits after age 65 with Medicare

At least 90 days prior to your last day worked, contact the Social Security Administration to enroll in Medicare Parts A & B. Approximately 90 days prior to your last day worked, contact the Benefits Office to set up an appointment with a Benefits Counselor. If you are TCP 2 with UCRP and have one of the following please provide it at the time of your meeting: A monthly statement for your UCRP payment, 1099-R, or a confirmation statement from UCRP. Please inform the Benefits Counselor if you do not possess one of these items.

Your employee medical, dental and vision coverage will continue through the end of the month in which your date of termination occurs. In most cases your retiree medical insurance, dental insurance, and vision insurance/vision discount program will start on the first of the following month. LLNS has contracted with Emyrean to administer medical insurance, vision insurance, dental insurance, and the MetLife Legal Plan for retirees. Due to processing requirements, your retiree insurance may not be in effect on the first of the month. When your enrollment process is completed the coverage will be retroactive to the eligibility date. It is recommended that you attend appointments and fill any prescriptions prior to the end of your employee coverage in case you are impacted by this retroactivity.

Purchasing your Medigap or Advantage plans

Via Benefits will help you find an individual Medigap or Medicare Advantage plan in your area. You may contact Via Benefits prior to your retirement date. When speaking with Via Benefits, make sure to identify yourself as a LLNS retiree.

Emyrean coordinates your enrollment into the Kaiser Senior Advantage Plan. After Emyrean has received your retirement information from LLNS, approximately 1-2 weeks after your termination date, you may contact them or wait until you receive their welcome packet in the mail. Emyrean will require proof of your Medicare enrollment.

Dental & Vision Plans are administered by Emyrean. After Emyrean has received your retirement information from LLNS, approximately 1-2 weeks after your termination date, you may contact them or wait until you receive their welcome packet in the mail.

If you are enrolling eligible dependents Emyrean will require proof of eligibility at the time of enrollment. A letter explaining the Plan's requirements will be included in your welcome packet or you can log onto Emyrean's website to complete the dependent enrollment process.

Suspending Medical and/or Dental coverage: If you choose not to enroll in your retiree medical and/or dental coverage due to other group coverage, you must contact Emyrean and tell them you wish to suspend your coverage. If you fail to do so, you will not be eligible for retiree medical and/or dental coverage in the future.

MetLife Legal may be continued through Emyrean.

Accidental Death & Dismemberment may be continued through AIG. An enrollment form and premium information can be obtained from the Benefits Office.

Life Insurance may be continued through MetLife. You may either continue your current term life coverage or convert your coverage to whole life. You may also convert your basic life insurance to whole life. The cost of this coverage is different than what you currently pay through payroll deductions. MetLife will send the detailed information to your home after your retirement date.