



Life Changes Call for Taking Action on Your Insurance Coverage

Life changes, otherwise known as special qualifying events, allow employees to add and drop insurance coverage within a 30 day window of when the changes occur. **All you need to do is bring in documentation of the life change, and fill out the required paperwork.** Some examples of life changes are marriage, birth of a child, divorce, termination of a spouse's employment, or a spouse's new employment with benefit eligibility. **Documentation of the life change is what you must present.**

Seem confusing? Consider these examples:

Say you have a baby. If you want your new baby to be covered under your insurance, you or a family member will need to bring in a mother's copy of the birth certificate to the Finance Office, and then fill out an enrollment form to add the child.

Dropping someone from your insurance also requires legal documentation. In the instance of divorce, bring in the legal divorce decree, and come into the Finance Office and fill out the required paperwork.

In the case of dropping a spouse from the insurance because he/she has gained new employment with a benefits package, bring in proof that the spouse is eligible to receive benefits, and then fill out the required paperwork to drop the coverage.

In the unfortunate event that a spouse loses their employment and needs to come on your insurance, bring the proof of termination in to the Finance Office, and fill out the required paperwork.

DON'T FORGET: If you do not bring in proof of your life change within 30 days, your special enrollment period will close, and you will not be able to make the change.

Questions? We can help: 731.364.5429.

Verify Accuracy of Sick & Vacation Days Before Fiscal Year End - June 30, 2012



The time is drawing near for the fiscal year closing - June 30, 2012. Before you turn in your time card/sheet for the year, make sure to verify your sick and vacation days to ensure that there is no confusion going into the new year. If you are not sure if your days are correct, contact your supervisor and make certain that your department has a matching record. Questions? Call us at 731.364.5429 or email franciscos@k12tn.net.

This June: Safety First - at Home and Work!

June is National Safety Month! Learn tips on how to remain safe at home, work, in the car and much more: www.nsc.org



Considering Retirement: Starting the Future Now

Have you thought about retirement? As a popular topic these days, there may be some things about retiring that you didn't know.

Did you know that you can retire with full benefits once you are vested with 30 years of service, regardless of your age? You can also retire at age 60 and vested with full benefits, no matter your years of service. Being vested means that you have been a working member with the TCRS program for at least 5 years.

One little known fact is that accumulated sick time can add up to additional time towards your retirement credit. For example, if you have 90 days of accumulated sick time, it can go towards your retirement credit to retire even earlier. Get more details about this at <http://treasury.tn.gov/tcrs/index.html> and take advantage of this great feature.

What about early retirement? You can retire early at age 55 and vested with a reduction factor applied to your monthly benefit. Some members are also eligible to retire after 25 years of service with a reduced monthly benefit.

So...where to start? First things: Make sure you have your correct years of service. This includes all of your years of service with TCRS - even if you have worked in a different county in Tennessee. Then, make sure your beneficiary is up-to-date. This is often forgotten, but it is very important.

Next, read Retirement: A New Beginning, which is a guide to retirement provided by TCRS. You can find the link to this on the county website retirement page: www.weakleycountyttn.gov/retirement.html.

While you are on the retirement page, print out the Retirement Checklist. This is a 12 month checklist that covers all of the things you need to have in order when going through the retirement process.

TCRS has tried to make the transition into retirement as easy as possible. Take advantage of some of the options TCRS offers.

Questions? Set up an appointment with us! Call 731.364.5429.

