



**Department of
Civil Service**

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Acting Commissioner

NY17-25

TO: NYS Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Planning for Retirement video
DATE: December 20, 2017

We are pleased to announce *Planning for Retirement*, a 12-minute online video, hosted by Employee Benefits Division staff member Rosalynn Duvall.

The video provides an overview of the planning for retirement process. In an effort to keep the video 'evergreen', the essential points that apply to all active employees who are planning for a scheduled retirement are covered.

A reminder that you may also order a companion publication, *Planning for Retirement* (NY1174), with more detail on HBA Online. It can be viewed online in the Planning to Retire? section on NYSHIP Online. If an enrollee would prefer a printed copy, you may order the book alone, or a package (NY1119) that includes a Benefits Checklist, the Planning for Retirement book and a cover letter.

The video can be found in the Planning to Retire? section of NYSHIP Online www.cs.ny.gov/employee-benefits/nyship/shared/retirement-prep/index.cfm

If you need help accessing HBA Online, contact the ITS Service Desk at 844-891-1786, fixit@its.ny.gov or via chat at <https://chat.its.ny.gov>.

If you have additional questions, please call the Communications Unit at (518) 457-7577.

