



PE22-07

MEMORANDUM

TO: Health Benefits Administrators of Participating Employers
FROM: Employee Benefits Division
SUBJECT: May 2022 Planning for Retirement materials
DATE: May 27, 2022

We are pleased to announce the updated publication, *Planning for Retirement for Employees of Participating Employers*. This version was created specifically for Participating Employers and it includes important information on health insurance coverage and related benefits in retirement for employees of a NYSHIP Participating Employer. Its companion publication, the *Planning for Retirement Benefits Checklist for Employees of Participating Employers* has also been updated and is now available.

Distribution

These publications will not be mailed to enrollee homes. We will send you a supply of two copies of each publication for your use. These updated publications replace the 2019 versions (Planning for Retirement [PE0159] and Planning for Retirement Benefits Checklist [PE0160]) so please recycle any old versions you may have in your agency.

Publications Available on Our Website: www.cs.ny.gov/employee-benefits

Please check our website for new publications. We generally post publications when we sign off for printing. Publications are available under Using Your Benefits, and these materials are also posted under the Planning to Retire? Tab on NYSHIP Online.

Ordering Publications

You may order additional copies of *Planning for Retirement for Employees of Participating Employers* (PE0187) and the *Benefits Checklist* (PE0188) on HBA Online under Publications & Forms. **Please wait until you receive your shipment of the new publications before you place an order.**

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 are unsure of how to order publications or have questions about this distribution, please call the EBD Communications Unit at 518-457-7577.