Phased Retirement Initiation Process for School of Medicine Faculty Discuss options with Faculty and dept admin Faculty member Submit written request to → dept chair; notify HR Approved? complete Phased Retirement Department wants to pursue dept chair phased retiremen ofintent Agreement and Appendix A Upload copy Deliver hard copy of Print signed agreement with Upload into Appendix A and deliver to of HRIS into HRIS to SOM Share Point FAD office Share Point Finance **SOM FAD** Get signatures of Exec Review and route to Notify Dean, Legal Counsel, Exec Dean for pre-Approved? dept EVC; deliver to Faculty approval Affairs Function Review, verify and deliver HRIS to Faculty Affairs Faculty Affairs Email copy to HR, Dept Admin, Signed by VC Update database with Faculty member and SOM FAD, Verify, load into Image for Academic change in FTE, anticipated if necessary; send hard copy to Now; walk to HR Affairs end date and other notes Faculty member Update HR/Pay Stop Answer questions as needed Note: Yearly HRIS forms required. Do not submit changes in budget load.