

Phased Retirement Annual Enrollment for AY August 2012

Annual Enrollment September 1 – November 23, 2011

September 1 – November 23, 2011	Open enrollment period
September 14, 9:00 –10:30 FSC Sunset Beach	Group Meeting
September 22, 3:00 – 4:30 FSC Topsail Island	Group Meeting
November 23, 2011	Deadline to pick up application materials
November 23, 2011	Deadline for initial meeting with HR (group or by appointment with Patti Hale halep@uncw.edu)
September – November 2011	Schedule meeting with chair to develop work plan
December 8, 2011	Deadline to submit completed application and work plan to Chair
September 2011 – January 2012	Chair forwards applications to Dean for approval
September 2011 – January 2012	Dean forwards applications to Provost for approval
September 2011 – February 2012	Provost notifies applicants and Human Resources that application is approved. HR sends General Release to faculty member with instructions to sign and return to HR within 45 calendar days. HR confirms receipt of General Release

Questions?

Contact Patti Hale, Salary and Benefits Manager 962-2033 or halep@uncw.edu