

Phased Retirement Annual Enrollment for AY August 2010 – May 2013

Annual Enrollment September 1 – November 25, 2009

September 1 – November 25, 2009	Open enrollment period
September 22, 2:00 – 3:30 HR Training Room	Group Meeting
September 30, 9:00 – 10:30 HR Training Room	Group Meeting
November 25, 2009	Deadline to pick up application materials
November 25, 2009	Deadline for initial meeting with HR (group or by appointment with Patti Hale halep@uncw.edu)
September – November 2009	Schedule meeting with chair to develop work plan
December 10, 2009	Deadline to submit completed application and work plan to Chair
September 2009 – January 2010	Chair forwards applications to Dean for approval
September 2009 – January 2010	Dean forwards applications to Provost for approval
September 2009 – February 2010	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