

## Phased Retirement Annual Enrollment for AY August 2018

### Annual Enrollment September 1 – November 22, 2017

September 1 – November 22, 2017		Open Enrollment Period
September 7, 2017	FSC – Sunset Beach Room 1025	Group Meeting
September 20, 2017	FSC Wrightsville Beach Room 2017	Group Meeting
November 22, 2017		Deadline to pick up application materials
November 22, 2017		Deadline for initial meeting with HR (group or by appointment with Kelly Kennedy) <a href="mailto:kennedyk@uncw.edu">kennedyk@uncw.edu</a>
September – November 2017		Schedule meeting with Chair to develop work plan
December 1, 2017		Deadline to submit completed application and work plan to Chair
September 2017 – January 2018		Chair forwards applications to Dean for approval
September 2017 – January 2018		Dean forwards applications to Provost for approval
September 2017 – January 2018		Provost notifies applicants and HR 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, Director Salary & Benefits 962-2033 or [halep@uncw.edu](mailto:halep@uncw.edu)