

Phased Retirement Request Form

Date of Request:

Employee Information

Name:	WSU ID:
Is the employee participating the mandatory KBOR retirement plan?	

Position Information

Position Title:	Department Name:
Position Number:	Org#:
Current FTE:	Proposed FTE:
Phased Retirement Begin Date:	Phased Retirement End Date:
<small>Start date is the date that the action is effective and should be at the start of a pay period. Employee must fully retire at the end of the phased agreement period unless the employee and University mutually agree to modify the period allowing for an earlier retirement.</small>	
Supervisor Name:	

Phased Retirement Responsibilities (attach an additional sheet if necessary):

How will this Agreement benefit the University?

Acknowledgment of Employee Requesting Phased Retirement

Employee Signature:

Date:

Employee: After filling out and signing form, submit to totalrewards@wichita.edu

<u>Completed by HR</u>	
Does the employee meet the eligibility requirements?	
1. An unclassified employee	
2. At least 55 years of age	
3. Has at least 10 years of full-time service	
4. Participates in Kansas Board of Regents	
Current Salary/Hourly Pay Rate:	\$
Proposed reduced Salary/Hourly Pay Rate:	\$
Salary must be reduced proportionately to the reduction in FTE	

Approval to Proceed with Phased Retirement Agreement

HR Representative Signature:	Date:
Supervisor Approval:	Date:
Unit Director/Dean Approval:	Date:
VP Approval (if applicable):	Date:
Provost/Divisional VP Approval:	Date:
University President Approval:	Date:

University President or designee: After filling out and signing form, submit to general.counsel@wichita.edu

The signatures above indicate this Form has been reviewed by all signing parties, and the University and Employee wish to proceed with finalizing a Phased Retirement Agreement. The signatures on this Form do not create any right, guarantee, or promise for, or contractual right to, Phased Retirement. A Phased Retirement Agreement must be executed by the employee and the President, or his or her designee, for the Employee’s Phased Retirement to be effective.