

Phased Retirement Program Administrative Procedures –June 27, 2008

Step 1

The eligible Optional Retirement Plan participant and applicable department head/dean/vice president discuss the feasibility of participation in the Phased Retirement Program. Topics for mutual consideration include but are not limited to workload, office space, graduate student assignments, lab space, and salary. Department heads/deans are encouraged to discuss the impact of appointments less the .50 FTE with their [Human Resources Organizational Consultant](#). The standard Phased Retirement Program agreement template and the required Age Discrimination in Employment Act Disclosure are located at http://www.hr.arizona.edu/07_sep/orp/phasedrpr/combined_phased_ret_061808.pdf.

Step 2

The participant and the dean/vice president develop and sign two originals of the written customized Phased Retirement Program agreement. The dean/vice president attaches a cover letter addressed to the Executive Vice President and Provost explaining how the participant's phased retirement aligns with the departmental and college business goals, and submits these documents to the Executive Vice President and Provost for approval.

Step 3

The Executive Vice President and Provost signs and returns the both executed originals of the approved agreement to the dean/vice president. Copies of the executed agreement may be retained by the
 participant's department head
 participant's business office
 dean/vice president
 dean's/vice president's business office.

Step 4

The dean/vice president delivers one executed original to the participant and sends the other executed original to the Office of the Vice President for Human Resources with the related PAF/PCF that adjusts the FTE/salary. (Click [here](#) for a sample PAF.)

The participant has seven days from the date s/he signs the document to rescind her/his participation. The rescission notice must be sent to the Office of the Vice President for Human Resources. If the participant decides to rescind the decision to participate, then the executed original agreement is voided, and the department is notified by Human Resources. The voided agreement is retained by Employee Records in the personnel file

After the participant's rescission period ends, Human Resources releases the executed original agreement and related PAF/PCF to Systems Control for regular processing,

Step 5

Systems Control enters the Phased Retirement Program "begin" and "end" dates at the bottom of PSOS screen 1. Business office staff with PSOS access may review this information at any time.

The participant may contact his/her Optional Retirement Plan investment company to initiate in-service distributions at any time. Human Resources will confirm Phased Retirement Program participation according to each investment company's requirements below.

Website	Customer Service	
AIG Retirement	1-800-448-2542 or 520-795-8050	<ol style="list-style-type: none"> 1. Visit website or phone AIG Retirement and obtain an Cash Distribution form under the Arizona University System Phased Retirement Program 2. Complete and sign the Cash Distribution form 3. Submit the Cash Distribution form to UA Human Resources at USB 114, or Campus Mail PO Box 210158 4. Human Resources will confirm participation in the Phased Retirement Program and sign the Cash

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		<p>Distribution form</p> <ol style="list-style-type: none"> 5. Human Resources returns the original Cash Distribution form to the participant 6. The participant submits the completed form to AIG Retirement at P.O. Box 15648, Amarillo, TX 79105-5648 7. The Cash Distribution is generated in accordance with the participant's directions.
Fidelity Investments	1-800-215-0729	<ol style="list-style-type: none"> 1. Phone Fidelity Investments and request an In-service Distribution form under the Arizona University System Phased Retirement Program. The representative will collect the information and electronically submit the participant's request. 2. Human Resources will receive an electronic notification of the request, confirm participation in the Phased Retirement Program, and process an electronic approval. 3. The In-service Distribution is generated in accordance with the participant's directions.
TIAA-CREF	1-800-842-2776	<ol style="list-style-type: none"> 1. Phone TIAA-CREF and obtain an Withdrawal Request form under the Arizona University System Phased Retirement Program 2. Complete and sign the Withdrawal Request form 3. Submit the Withdrawal Request form to UA Human Resources at USB 114, or Campus Mail PO Box 210158 4. Human Resources will confirm participation in the Phased Retirement Program and sign the Withdrawal Request form 5. Human Resources returns the original Withdrawal Request form to the participant 6. The participant submits the completed form to TIAA-CREF at P.O. Box 1259, Charlotte, NC 28201-9910 7. The Withdrawal is generated in accordance with the participant's directions.