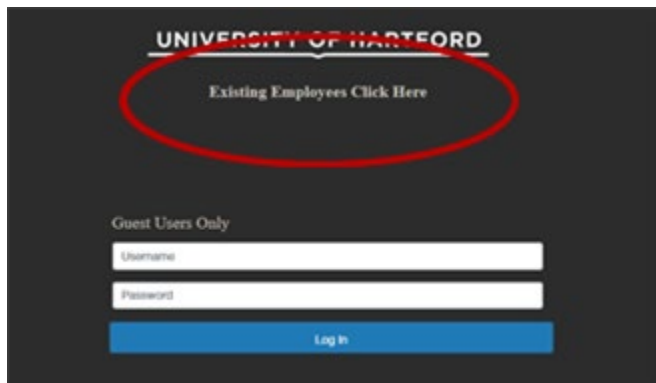


## Full-Time Faculty Phased Retirement Application

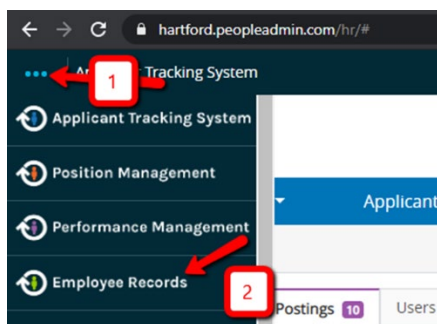
The Full-Time Faculty Voluntary Phased Retirement Application is now located in PeopleAdmin Records as a form that any Full-Time faculty member can submit. The login for PeopleAdmin Records is the same as for the faculty search PeopleAdmin portal. Navigate to PeopleAdmin using the following link: <https://hartford.peopleadmin.com/hr/>. The login screen will look like this:



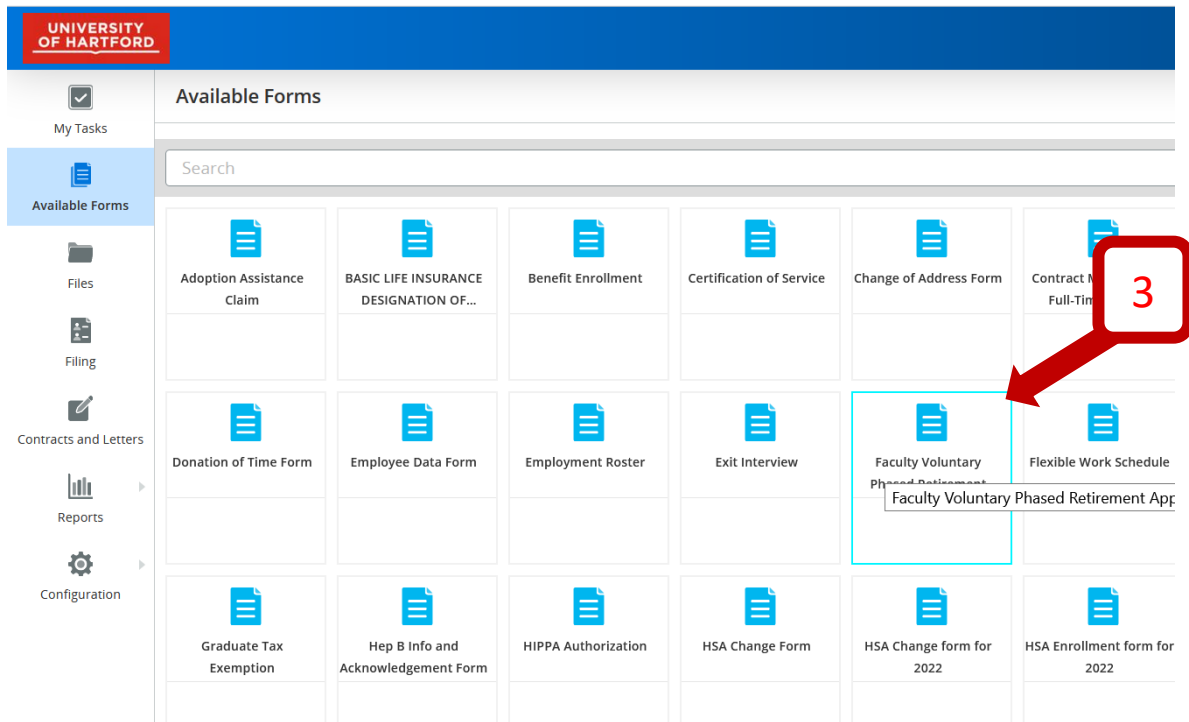
All Full-Time Faculty have access to the PeopleAdmin site. Be sure to log in by clicking on the “Existing Employees” link at the top. Do not try to log in using the “Guest Users” section.

Each phased retirement application will be submitted by the faculty, and then reviewed and approved by the Dean, Assistant Provost, and Provost. This system approval serves as the signatures by those offices on each application. Upon approval, faculty will receive an emailed letter from the Office of the Provost indicating the application was approved.

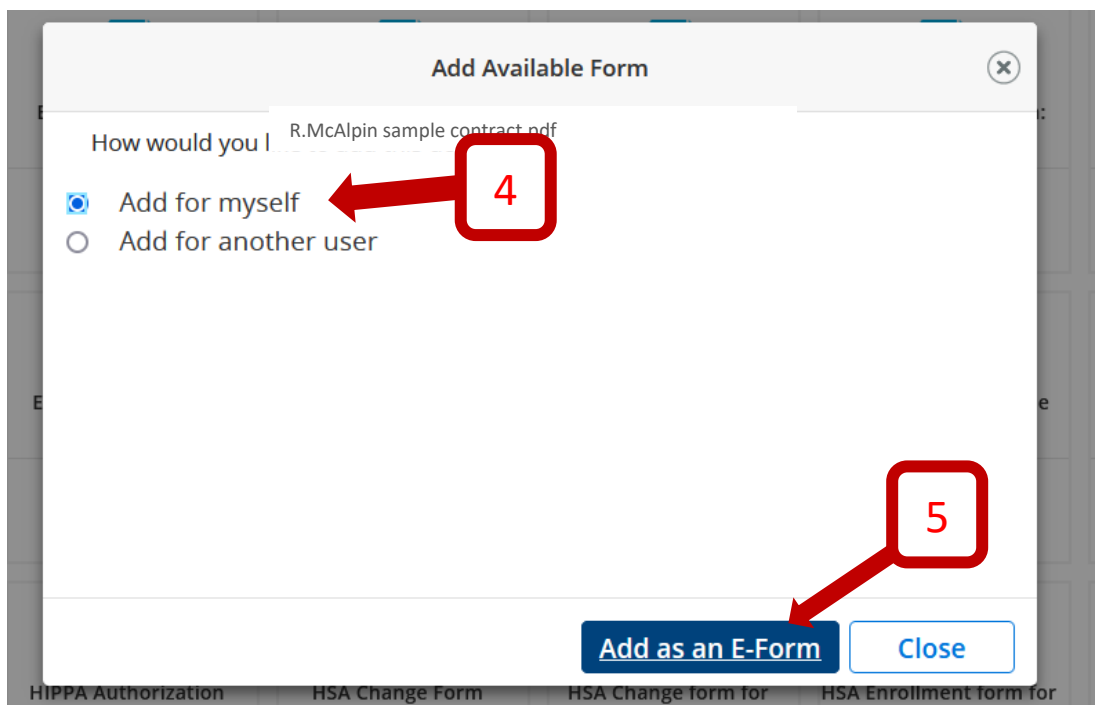
After logging in select the ellipsis in the upper left hand corner of the PA window [1], and then select Employee Records [2].



On the left-hand navigation bar, choose Available Forms, then choose the Faculty Voluntary Phased Retirement Application [3].



This will launch the application in a pop-up window. Choose Submit for Myself [4] and select Add as an E-Form [5].



This will then open the full application. Scroll through, answer all the relevant questions, and when complete, select Save Final [6] at the bottom of the application. To submit to the Dean.

Faculty Voluntary Phased Retirement Application

My signature below certifies that:

1. I am voluntarily applying to this Plan. I am not aware of and have not been informed of any actual or potential negative consequences if I do not elect to participate, and I have not been offered or promised any advantages other than those specifically described in the Plan documents if I do elect to participate. I have read the full description and agree to all of its provisions.

2. I have consulted with the chair of my department concerning this application and the work expectations during phased retirement. A description of my anticipated workload is attached to this form. This description includes the number and name of the courses or contact hours I will teach each semester during phased retirement.

3. I have consulted with Human Resources Development concerning my benefits during phased retirement and after final retirement.

4. If accepted into this Plan, I shall retire from the University of Hartford by the date entered above on this application. I understand that I may retire earlier, but I may not delay retirement.

5. If I choose to retire earlier than described in my application, I will make such a request in writing to my Dean and to the Provost by September 1st of my intended final year of phased retirement. Requests will be subject to the Dean's and Provost's approval based on legitimate institutional needs.

Please Click to View/Hide the Workflow

Current User

Robert McAlpin

Date

5/17/2022

Close

Print

Print as PDF

Save Draft

Save Final

6

If you have questions about using the portal, please contact Lynn Thibodeau in HRD for assistance by emailing her at [thibodeau@hartford.edu](mailto:thibodeau@hartford.edu).

**If you have questions about the application, please contact Katrina Farquhar in the Provost's Office for assistance by emailing her at [kfarquhar@hartford.edu](mailto:kfarquhar@hartford.edu).**