

Phased Retirement Annual Enrollment for AY August 2019

Annual Enrollment September 1 – November 21, 2018

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| September 1 – November 21, 2018 | | Open Enrollment Period |
| September 13, 2018 | FSC – Sunset Beach Room 1025 | Group Meeting |
| September 19, 2018 | FSC Wrightsville Beach Room 2017 | Group Meeting |
| November 21, 2018 | | Deadline to pick up application materials |
| November 21, 2018 | | Deadline for initial meeting with HR (group or by appointment with Kelly Kennedy) kennedyk@uncw.edu |
| September – November 2018 | | Schedule meeting with Chair to develop work plan |
| December 1, 2018 | | Deadline to submit completed application and work plan to Chair |
| September 2018 – January 2019 | | Chair forwards applications to Dean for approval |
| September 2018 – January 2019 | | Dean forwards applications to Provost for approval |
| September 2018 – January 2019 | | 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 Kelly Kennedy, Benefits Counselor 962-3006 or kennedyk@uncw.edu