**Retirement to Do List:**

1. Request a retirement application from the Department of Employee Trust Funds (ETF) six to 12 months prior to your retirement date. They will need a tentative date of retirement from you. The application you receive from ETF is good for 12 months from the date of request. ETF can be reached at 877-533-5020. You can also visit ETF’s website to view webinars on various topics related to retirement: <http://etf.wi.gov/member_education.htm>.
2. Schedule a meeting with the Benefits Manager at UW-W. The Benefits Manager will discuss your insurance benefits and sick leave and how they continue into retirement. This person can also address any retirement questions you have or assist you in completing your retirement application from ETF.
3. Once you have finalized your retirement date, submit letter of retirement to supervisor. We generally recommend a two-week notice, but you can submit this letter as early as you want. A copy should be sent to the HR office ([HR@uww.edu](mailto:HR@uww.edu)). This can be a hand written letter or email.
   1. If you plan on using unused paid leave time, please note that in your letter to your supervisor. For example:

*Dear XX, I intend to retire from UWW as of xx/xx/xxxx. My last day in the office will be xx/xx/xxxx and my last day on payroll will be xx/xx/xxxx. I will be using my unused earned paid leave time during this period.*

1. Submit your retirement application to ETF. ETF allows you to submit your application up to 90-days prior to your retirement date.
2. Complete the UWW Staff Check Out Form prior to your last day in the office. The completed form should be returned to your supervisor and a copy of the form should be forwarded to Human Resources & Diversity (Hyer 330).
3. Complete any and all time sheets or leave reports prior to your last day of employment. This is required so your sick leave can be reported to ETF. If you have any questions, please reach out to your payroll contact person.
4. If you’re enrolled in a Medical Flexible Spending Account and would like to have access to your full annual election after you retire, please contact the Benefits Manage to arrange to have the remaining years deductions taken from your last paycheck. **This must be done 1-2 months prior to your last day on payroll.**
5. If you are expecting a large payout from unused vacation, vacation carry-over or personal holiday time and would like to defer some or all of it into your TSA account or Wisconsin Deferred Compensation account, instead of having it paid out, please contact the Benefit Manager 1-2 months prior to your last day on payroll.

**Notes:**

* You will maintain your email address indefinitely.
* You will maintain your HawkCard.
* Please contact the Visitor and Parking Center to request retiree parking.