

Managing retiring, resigning or terminating employees ^[1]

April 1, 2014 by [\(not verified\)](#) ^[2]

Phased retirement agreements

If you have an employee who has signed a phased retirement agreement, follow these steps to ensure he or she receives the proper pay and benefits:

1. Enter the employee's revised job data into the HRMS.
2. Email a copy of the employee's phased retirement agreement to Employee Services' Shelley Brown (shelley.brown@cu.edu) ^[3] to make necessary benefits adjustments.

Departing academic-year faculty

If you have academic-year faculty members who are either resigning or retiring, please carefully review the type of contract they have to ensure they're paid properly.

9-pay-12 faculty contracts for employees departing after the academic year:

Check for any adjustments necessary for the May payroll—particularly to ensure these faculty members receive any earned-not-paid funds. Any 9-pay-12 employees who will continue working past spring will be paid throughout the summer, and will continue to contribute to their benefits plans. Please note: Large, final payouts to employees on 9-pay-12 contracts may affect their tax withholding amounts by bumping them into a higher tax bracket. As such, these employees must adjust their W-4 tax withholding amount, which they must do so by Tuesday, May 13, 2014. If you have questions, see stepby- step instructions for terminating 9-pay-12 contracts at <http://www.cu.edu/termination-9-pay-12> ^[4].

[Employee Services](#) ^[5]

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[3] <mailto:shelley.brown@cu.edu>

[4] <https://www.cu.edu/termination-9-pay-12>

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