University of Oxford Pensions Office

Advance notification of employee retiring

The Pensions Office requires 3 months' notice of an employee's retirement date for USS and NHSPS members and 1 month for OSPS members. Late submission of this form may result in a delay in the payment of pension benefits. Please complete this form in full by using BLOCK CAPITALS and by ticking the relevant boxes.

Department [   ]   Core Employee No [   ]

To be completed by the employer

Title [   ]

Surname [   ]

Forenames [   ]

Address [   ]

Postcode [   ]

Home email address [   ]

Retirement Date [/   /   ]   NI Number [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Type of retirement   Normal [   ]   Ill health [   ]   Flexible [   ]

If Flexible Retirement please confirm the following - .

Hours Post Flex	%	Salary Post Flex	£	Percentage of pension benefits the member wishes to take	%

Tick box if retirement is due to the employee being made redundant [   ]

I confirm that the above-named member proposes to retire on the date shown.

I also confirm that I will notify payroll separately by entering an amendment on HRIS/CORE.

- **The leaving date input on CORE must match the employee's retirement date given above.**
- When agreeing with the employee their planned retirement date please bear in mind the CorePay seven day working week guideline for an employee's last day of paid employment (see **Recording start and end dates** in CoreHR document on the Core User Support and Guides webpage).

Signed [   ]   Date [   ]

Name [   ]

Position [   ]

Once complete, this form should be scanned and emailed to osps@admin.ox.ac.uk (for OSPS members) or to uss@admin.ox.ac.uk (for USS members), or posted to the Pensions Office.

RET1(U)/Apr2020