

## Dorn, Sherman

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**From:** Smith, Dwayne (Academic Affairs)  
**Sent:** Friday, March 05, 2010 9:24 AM  
**To:** Academic Affairs-College Faculty; Academic Affairs-Unit Faculty  
**Cc:** Acad-COD; Lovins, Sandy; Douglas, Beverly (HR); Pepper, Donna; Akin, Christopher; Anderson, Sherry  
**Subject:** IMPORTANT: INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS TO EARLY RETIREMENT INCENTIVE PROGRAM  
**Attachments:** Retirement Incentive Program APPLICATION.doc; USF Early Retirement Incentive Program -- Agreement Settlement.pdf  
**Importance:** Low

**UNIVERSITY OF SOUTH FLORIDA SYSTEM  
EARLY RETIREMENT INCENTIVE PROGRAM FOR  
EMPLOYEES IN THE FACULTY PAY PLAN**

**INSTRUCTIONS FOR APPLICATION SUBMISSION  
March 5, 2010**

### **Application Dates/Times**

**Start:** March 15, 2010 at 8:00 a.m.

**End:** March 17, 2010 at 4:00 p.m.

**Important Note:** March 14, 2010 begins daylight savings time at 2:00 a.m. Be sure to advance your clocks one hour the night of March 13<sup>th</sup> or morning of March 14<sup>th</sup>.

### **Hand Delivery**

**Place:** Human Resources office at participating campuses – Tampa (SVC 2172), Sarasota/Manatee (B112 or B113), and St. Petersburg (BAY 206).

**Materials to Bring:** Completed application form and completed, signed Settlement and General Release Agreement form.

**Procedure:** HR staff will time stamp your application and agreement forms, and make copies for you.

**Notes:** An application and agreement form are attached with this e-mail.

### **Electronic Submission (also requires hand delivery of the Settlement & Release Form)**

**Method:** A web-based application form has been developed for submission of the application. This method has been determined to control for many of the variables that may adversely impact e-mail transmissions.

**Procedure:** Click on the web link at the bottom of this page. Complete the form in total; when completed, hit the submit button. The form will not send unless all information on the form is filled in. You will receive a notice of submission that will serve as your receipt.

**Additional Materials:** You must also deliver to your campus HR a completed Settlement and General Release Agreement form (copy attached to this e-mail) before 4 p.m. on March 17<sup>th</sup>.

**Notes:**

- (1) The electronic form will be available March 5 – 12 (5 p.m.) for you to review. The system has been set up so that you may practice completing and submitting the form. Any practice submissions will be deleted on the evening of March 12.
- (2) The electronic site will be closed March 13 and 14, and will reopen at 7:30 a.m. on March 15.
- (3) You should NOT attempt to submit via mobile web (cell telephone) transmission.
- (4) If you intend to submit at a precise time (e.g., 8 a.m.), be sure to allow yourself enough time to complete the form before the submission time. You will need to reopen this e-mail (be sure to save it), click on the link below, and submit the completed form. There is no “save” function, so you cannot partially complete the form and come back to it at a later time.
- (5) Submissions submitted before 8 a.m. on March 15<sup>th</sup> or after 4:00 p.m. on March 17<sup>th</sup> will not be processed.
- (6) Applications that do not include a Settlement and General Release Agreement by 4:00 p.m. on March 17<sup>th</sup> will not be processed.
- (7) The electronic submission procedure is provided as a courtesy service to interested employees. The University of South Florida is not responsible for system problems (network, computer, or other unexpected circumstances) that may prevent you from completing the submission.
- (8) If you do encounter problems in submitting the electronic form, please contact the university’s IT Help Desk at 813/974-1222.

<http://www.usf.edu/earlyretire>