

Section 4 – Campus Signatures

Signature of Campus Human Resource Generalist

Date Signed

EMPLOYEE INSTRUCTIONS:

1. Schedule time to meet with your supervisor to review and discuss your retirement plan.
2. Approximately 60-90 days prior to your planned retirement date, complete sections 1-3 and contact your campus [HR Generalist](#)* for a one-on-one appointment to initiate retirement and obtain [HR Generalist](#) signature in Section 4.
 - Submit a copy of your certified recorded marriage certificate or most recent divorce decree, if applicable, during your one-on-one appointment or send to retirement@umsystem.edu or 1000 W Nifong Blvd. Building 7, Ste. 210, Columbia, MO 65211-8220.
 - [HR Generalist](#) will forward this form with your retirement plan to your supervisor.
3. If, at the time of your retirement, you or any of your dependents will be Medicare-eligible and covered on a medical plan in retirement, we recommend you contact your local Social Security office to enroll in Medicare Part A and Part B approximately 60-90 days prior to your retirement date.**
4. For information pertaining to rehire of retirees see <https://umurl.us/rehire>.

**View campus HR Generalist contact information on the UM System Office of Human Resources webpage: umurl.us/cbr*

***Enrollment in Medicare Part A and Part B is required to enroll in the Group Medicare Advantage plans sponsored by the University of Missouri.*

DEPARTMENT INSTRUCTIONS:

- Meet with employee to review and discuss their retirement plan.
- Contact your campus [HR Generalist](#)* for any questions or assistance during the retirement process.

**View campus HR Generalist contact information on the UM System Office of Human Resources webpage: umurl.us/cbr*