



## 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

Retirement Date  /  /  NI Number

Type of retirement 

Normal		Ill health		Flexible	
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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](mailto:osps@admin.ox.ac.uk) (for OSPS members) or to [uss@admin.ox.ac.uk](mailto:uss@admin.ox.ac.uk) (for USS members), or posted to the Pensions Office.**