

University of Oxford Pensions Office



Advance Notification of Employee Retiring USS Members Only

The Pensions Office requires three months' notice of an employee's retirement date for USS 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 PeopleXD 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	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

To be completed by the retiring USS member

I confirm that the information shown above is correct.

With the exception of Flexible Retirement cases, I confirm that:

- I am leaving employment and retiring from the University of Oxford on the date shown.
- I have no intention of returning to employment with the University of Oxford*.
- I have not had any discussions about returning to employment with the University of Oxford and have not received an offer for employment with the University of Oxford (whether orally or in writing)* to take effect after my retirement. I understand that if this changes between the date of signing this form and the date when my employment terminates, I must inform the Pensions Office immediately and that it may affect the type of retirement I am able to take.

*Those intending to return to the University in a role in which they cannot build a USS pension, for example a support staff role (grades 1 to 5) should consult the Pensions Office.

University of Oxford Pensions Office



I understand that my retirement benefits will be calculated on the basis of my declaration and could be withdrawn and/or amended if I make an inaccurate statement.

Signed		Date	
Name			
Position			

To be completed by the Department for retiring USS members

With the exception of Flexible Retirement cases, I confirm that the employee/USS member referenced above:

- is leaving employment with the department and retiring from the University of Oxford on the date shown: and
- to the best of my knowledge, has no intention of returning to employment and has not been offered employment, with the University of Oxford to take effect after their retirement date*.
- I understand that if I become aware that this has changed between the date of signing this form and the date when the employee's employment terminates, I must inform the Pensions Office immediately and that it may affect the type of retirement the employee is able to take.

*Those intending to return to the University in a role in which they cannot build a USS pension, for example a support staff role (grades 1 to 5), should consult the Pensions Office.

I understand that the employee's retirement benefits will be calculated on the basis of the information that has been provided in this form and could be withdrawn and/or amended if it is subsequently found to be inaccurate.

I also confirm that I will notify the payroll team separately by entering an amendment on PeopleXD.

- **The leaving date input on PeopleXD must match the employee's retirement date given above.**
- When agreeing with the employee their planned retirement date please bear in mind the PeopleXD seven day working week guideline for an employee's last day of paid employment (see **Recording start and end dates** in PeopleXD document on the PeopleXD User Support and Guides webpage).
- I will advise the Payroll and Pensions teams in a timely manner if the member's retirement plans change and will make the necessary changes to PeopleXD to confirm.

Signed		Date	
Name			
Position			

Once completed, this form should be scanned and emailed to: uss@admin.ox.ac.uk, or posted to: Pensions Office, Finance Division, University of Oxford, c/o Oxford University Press, Great Clarendon Street, Oxford, OX2 6DP