

# EMPLOYEE NOTICE OF TRANSFER, PROMOTION, RESIGNATION OR RETIREMENT

**Completed form should be submitted to:**

Facilities Planning and Management Division  
Human Resources/Payroll Office  
University of Wisconsin-Madison  
30 North Mills Street, Room 362  
Madison, Wisconsin 53715

<b>EMPLOYEE NAME:</b>	
<b>CLASSIFICATION/TITLE:</b>	
<b>FP&amp;M DEPARTMENT or SHOP:</b>	

**This is written notification of my (check one):**

\_\_\_\_\_ **Resignation**

\_\_\_\_\_ **Retirement**

\* If retiring, do you want to continue to have access to campus facilities, including your Dolt email account? (circle one)    YES    NO

\_\_\_\_\_ **Transfer or Promotion**

\* If transferring or promoting outside of FP&M, please identify new University or State agency: \_\_\_\_\_

Last day earnings will be paid is: (This is the effective end date of employment)	
If different from last day earnings paid, my last day physically at work is:	
If retiring, what date did you give ETF as your retirement date?	

\_\_\_\_\_ **SIGNATURE OF EMPLOYEE**                      \_\_\_\_\_ **Phone Number**                      \_\_\_\_\_ **Date**

**FORWARDING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

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If a refund of retirement contributions is desired, separation of benefits application forms may be obtained from Employee Trust Funds/Wisconsin Retirement System, 801 W. Badger Road, Madison WI 53707-7931, phone 608-266-3285