

Retirement Certificate Request Form

Departments can request framed retirement certificates at any time for employees who retire with five or more years of continuous service at ASU.

NOTE: Please allow 2 weeks for preparation.

NEED MORE INFO?

Linda Uhley | 480.965.5089 | www.asu.edu/recognition

REQUEST A RETIREMENT CERTIFICATE

Complete this form and email to Linda Uhley: linda.uhley@asu.edu

OTHER OPTIONS (Email is preferred)

CAMPUS MAIL

ATTN: Linda Uhley | Mail Code 5612

FAX | 480.965.0928

Complete and copy this form for your records.

Information to be Printed on Retirement Certificate

Retiring Employee's Name (As printed on certificate)	Employee Classification (Faculty, Staff, AP or SP)	Hire Date (mm/dd/yy)	Retirement Date (mm/dd/yy)	Years of Employment

Retiree's Departmental Contact Information

Department	Contact Name	Contact Phone #	Request Date (mm/dd/yy)	Date Dept. Will Pick Up Certificate (mm/dd/yy)

Sun Devil Service Award Luncheon

Help Human Resources identify retirees who are eligible to attend this special award luncheon.

Faculty and staff with 25, 30, 35, 40, 45 and 50 years of service and those who retire with 25 or more years of continuous service to ASU will be invited to a spring luncheon with the ASU President.

MORE INFO

www.asu.edu/recognition.html

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ASU BENEFITS RETIREMENT INFO

www.asu.edu/hr/benefits/index.html

POLICIES AND PROCEDURES

www.asu.edu/aad/manuals

Staff Personnel

SPP 501-01: Retirement Programs

Academic Affairs

ACD 508-07: Retirement