



RETIREMENT CERTIFICATE REQUEST FORM

ASU EMPLOYEE RECOGNITION PROGRAM

Sun Devil Award for Service

Honor the retiree before he/she leaves ASU.

Our goal is to make our employees feel valued and appreciated. The employee’s manager or department head should present a retirement certificate to the retiring employee in a face-to-face meeting or celebration to honor the employee’s dedicated service and contributions to ASU.

GET PRESENTATION TIPS:

cfo.asu.edu/hr-retirementcertificates

Request a Retirement Certificate.

Departments may obtain framed retirement certificates for employees who retire with five or more years of continuous ASU service. Please request the certificate 2 to 6 weeks before the employee’s retirement date and then present it to the employee in a meaningful way *before* the employee leaves ASU.

NOTE: It is inappropriate to mail the certificate to the employee’s home as an afterthought.

SUBMIT THE FORM

EMAIL: linda.uhley@asu.edu

MAIL: Attn: Linda Uhley | Mail Code 5612

FAX: 480.965.0928

GET MORE INFO

cfo.asu.edu/hr-recognition

Linda Uhley | 480.965.5089

linda.uhley@asu.edu

RETIREMENT BENEFITS INFO

cfo.asu.edu/hr-benefits

POLICIES and PROCEDURES

SPP 501-01: Retirement Programs

ACD 508-07: Retirement Age

ACD 607: Retirement Program and Benefits

www.asu.edu/aad/manuals

INFORMATION NEEDED TO PRINT RETIREMENT CERTIFICATE

| Retiring Employee’s Name (as it should be printed on certificate) | Employee’s Classification (Faculty, Staff, AP, or SP) | Hire Date | Retirement Date | Years of Employment |
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DEPARTMENTAL CONTACT INFORMATION

| Retiree's Department | Department Contact Name | Department Contact Phone # | Request Date | Date Dept. will pick up Certificate |
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The Sun Devil Service Award Luncheon

Faculty and staff who will retire within the current fiscal year with 25 or more years of continuous ASU service are eligible to attend the **Sun Devil Service Award Luncheon** in the spring. Please forward the names of these individuals to Linda Uhley so they can be added to the invitation list.

MORE INFO: cfo.asu.edu/hr-recognition | Linda Uhley | 480.965.5089