

Retirement Check List



RETIRING TEAM MEMBER'S INFORMATION:

Name:

Years of Service:

Note: You can find this in Workday in the retiree's profile under Overview, Service Dates, Medical Center Service Dates

Date of Retirement:

Home Address:

Email (non-uva):

Retiree's Telephone Number:

Manager Name:

Manager Email:

Department:

SMALL IN PERSON CELEBRATION:

If you would like to be reimbursed for food for a small department celebration (up to 15 people) or a drop in event (up to 50 people), please check this box.

Medical Center PTAO for up to \$250
Celebration with Medical Center Catering
100933-223-4-L000037-22065
Please send receipts to askhr@virginia.edu

GIFT SELECTION:

- 1. 20-29 years of service:
 - a. Watch
 - b. Framed Print
 - c. Needlepointed Rotunda Pillow
- 2. 30 or more years of service:
 - a. Rocker* (please choose a color option):
 - b. Captain's Chair* (please choose a color option):
 - c. Lincoln Clock
 - d. iPad from Cavalier Computers

ORDER CATERING HERE

mcc.catertrax.com

TRIBUTE VIDEO:

Would you like to create a TRIBUTE video consisting of congratulatory messages from team members in honor of this retiree? YES

Please type your name below to electronically sign, verifying all information above:

Questions or concerns? Contact askhr@virginia.edu

*Because these chairs have a value of over \$400, the team member will be taxed on any amount over \$400 in his or her last paycheck. This taxable income could be between \$115 and \$125.

SUBMIT FORM

20-29 YEARS OF SERVICE

UVA Watch



Needlepointed Rotunda Pillow



UVA Framed Print



30 OR MORE YEARS OF SERVICE

UVA Boston Rocker



Lincoln Clock



UVA Captain's Chair



**Black with Cherry Arms
and Seal**

**Black with Cherry Arms
and Seal**

**All Black
and Seal**