

Last Updated: 6/14/2019

This quick reference guide describes how to complete the DocuSign VPR Request Form.

Review Important Information

- [Retirement Transition Options \(S-6\) standard](#)
- [Phased Retirement Alternatives – VPR web page](#) Please consider reviewing:
 - VPR Example Forms
 - Frequently Asked Questions
 - VPR Terms and Definitions
- Review request and potential workload with Supervisor to gain support prior to request
- Review information with Business Office and confirm eligibility

Complete Form

1. Access [Online Request Form](#)
2. Complete Signature information (name and email)
 - a. You
 - b. Business office/payroll center
 - c. Department Head
 - d. Dean, if applicable

Anything with a red * is required.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:
Employee Requesting Voluntary Partial Retirement (VPR)

Your Name:

Your Email:

Please provide information for any other signers needed for this document.


Your Role:
Business Office or Benefits Administrator at Regional Campus

Your Name:

Your Email:

3. Complete required fields by following Golden Help tabs.
 - a. Select New
 - b. Complete Name, PERNR, Org Unit, Campus
 - c. Complete Position Type (Faculty or Executive/Management/Professional)

Please Review & Act on These Documents

 Sara L. Randall
Purdue University

Please speak with your supervisor prior to completing this form. Once you have come to an agreement, please fill out and sign the DocuSign. Once you sign the DocuSign, a link to a copy will be emailed to your supervisor and business office. A link for signatures will be emailed to the Department Head and Dean/VPR/Coordinator who needs to approve the VPR.
[View Links](#)

Please review the documents below. **CONTINUE** **FINISH LATER**

DocuSign Envelope ID: 9108BCE6-C68B-4506-8AF8-256A13CDE887
VOLUNTARY PARTIAL RETIREMENT FORM (VPR) Select One: New Revised

With department head support, work with your business office or benefits administrator at the regional campuses to complete this form.

Section 1: ELIGIBILITY
Faculty, Executive, Management, and Professional staff age 55 or more with at least 10 years of benefits-eligible service meet VPR criteria. Concurrent employment requires the completion of a separate VPR Request Form for each position.

Name: PERNR:
Org Unit: Campus:

START DocuSign Envelope ID: 9108BCE6-C68B-4506-8AF8-256A13CDE887
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Name: PERNR:
Org Unit: Campus:

Position Type: Faculty Executive/Management/Professional

4. Complete Request Details
 - a. Start and End dates
 - b. VPR work time (%)
 - c. Summarize work adjustments that will align with reduced schedule; attach additional documentation if needed

Section 2: REQUEST DETAILS -- for revisions, note changes only --

The VPR duration is at the discretion of the unit. Maximum allowed is up to 5 (five) years.

Start date: 1 / 1 / 2020 End date: 1 / 1 / 2023

- Please indicate current payfrequency:
 Academic Year OR Fiscal Year (10, 11, or 12 months)
- Please indicate percentage of work time planned for VPR transition:
 50 for entire term of VPR period OR Variable Schedule (Below indicate % of work proposed)


VPR Year 1		VPR Year 2		VPR Year 3		VPR Year 4		VPR Year 5	
Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
Fall Half	Spring Half	Fall Half	Spring Half	Fall Half	Spring Half	Fall Half	Spring Half	Fall Half	Spring Half
	50	50	50	50					

Fall Half = 1st Semester (academic year pay cycle) or July 1st through December 31st (fiscal year pay cycle)
Spring Half = 2nd Semester (academic year pay cycle) or January 1st through June 30th (fiscal year pay cycle)
Summer session work for AY faculty/staff is permitted and may be arranged as needed but is not part of the VPR schedule.

- Summarize work adjustments proposed that will align with your reduced schedule:
If the proposed work schedule cannot be captured above, a concise description of any special notes, conditions, work period(s) and associated effort must be described below. (Attach additional page if necessary.)

XX
XX
XX
XX
XX
XX
XX

My employment may not be supplemented by employment elsewhere at the University.
 I understand I may retire completely anytime during the VPR period.



5. Click 'Sign' to sign form
6. Click Adopt and Sign to accept signature

performance.

Section 3: REVIEWS AND APPROVAL

Requested By: Cindy	APPROVED BY:	
Name Cindy	Dept. Head Signature	Date
Signature 6/14/2019	Dean/VP/Chancellor Signature	Date
Date	West Lafayette Retirement Approver	Date

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Cindy **Initials*** C

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by: Cindy DS C

8A38359A35DC468...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

7. Click Finish

Signature	6/14/2019	Dean/VP/Chancellor Signature	Date
Date		West Lafayette Retirement Approver	Date

VPR_Request_Form.pdf 1 of 1

FINISH

8. Form Routes to:

- a. Department Head for Approval
- b. Dean (when applicable) for Approval
- c. Supervisor and Business Office receive a copy of form
- d. Employee receives approval/denial email
- e. Central Leaves receives form to process, if approved

Click here to download pictures to help protect your privacy. Outlook prevented automatic download of some pictures in this message.

Sara L. Randall via Doc...
Please DocuSign: Voluntary Par... 3:56 PM

Klutzbeg, Army M
RE: broken link
That might not be a bad idea. I

Klutzbeg, Army M
RE: broken link
OK, so it doesn't look like they

Prime Video
Amazonia Season 2 is now avail... 3:03 PM

Klutzbeg, Army M
broken link
Oops, I was checking the link to

Purdue Marketing & ...
Higher Ed Methods Conference...

Cline, Cathleen R.
RE: [mailto:abowen@wpi.edu] ... 1:23 PM

Bair, Linda M
RE: Manual Center Updated file 11:43 AM

Sara L. Randall sent you a copy.

REVIEW DOCUMENT

Sara L. Randall
randall@purdue.edu

You are receiving a copy of a VPR request form that has been sent for approval.