



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

## EARLY SEPARATION INCENTIVE PAYMENT REQUEST MSCF AND IFO FACULTY

<b>Employee Use:</b>	<b>I hereby apply for early separation incentive as provided for by the current employee contract between the Minnesota State Colleges and Universities and the applicable bargaining agreement/plan.</b>		
	<b>My last duty day will be:</b>	<b>I request that the second installment of the cash incentive be paid to me approximately on:</b>	
	<b>Date:</b>	<b>Date:</b>	
	<b>Print name (last, first, middle initial):</b>	<b>Address (street, city, state, zip code):</b>	
	<b>Employee's signature:</b>		<b>Date:</b>

<b>College/University Use</b>	<b>Employee's Social Security Number:</b>		<b>College/University:</b>	
	<b>Employee's birth date:</b>	<b>Original hire date:</b>	<b>Schedule/base salary at time of separation:</b>	<b>Bargaining Unit:</b>
	<b>Above information verified and employee is eligible</b>			
	<b>Authorized by:</b>			<b>Date:</b>
	<b>A. Calculation of Cash Incentive</b>			
	<b>Age at separation:</b>	<input checked="" type="checkbox"/> <b>Percentage to apply:</b>	<input checked="" type="checkbox"/> <b>Schedule/base salary:</b>	<b>= Total payment:</b>
				\$
	<b>First half payment:</b>		<b>To be paid (date):</b>	
	<b>Second half payment:</b>		<b>To be paid (date):</b>	
	<b>Discipline/program area(s) from which employee is retiring:</b>			
<b>*For IFO faculty only: If there are M/C notes designating department for 100 percent of base salary, a copy of the M/C notes must be attached.</b>				
<b>Campus Human Resources fax number (Office of the Chancellor approval will be faxed to this number):</b>				

<b>OOO Use</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>
	<b>Signature:</b> _____ <b>Date:</b> _____