



# ROUTING AND TRANSMITTAL SLIP

Date: \_\_\_\_\_

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Retiring Employee – complete form		
2. Supervisor – acknowledge receipt		
3. Administrative Officer – enter PAR in Capital HR (notify TK to separate in ITAS*)		
4. OHR/WRD/Retirement & Employee Benefits Branch – code and process Bldg 31, Rm 1B37, MSC-2215, 301-496-2404  (Note: The North Carolina Retirement & Employee Benefits Branch is located in Keystone, Rm 1105, MSC K1-01, 984-287-3044, Fax # 919-541-3659.)		
5. OHR File Room – scan and file Bldg 31, Rm B3C30, MSC-2215, 301-496-3361		

## Request for Retirement – In lieu of SF-52

Employee Name: \_\_\_\_\_

IC: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Are you an OGE Form 278 filer? \_\_\_\_\_ Yes \_\_\_\_\_ No

(278 Filer positions are subject to financial disclosure agreements and are determined by the Ethics Office.)

Reason for retirement: To obtain retirement benefits. OR \_\_\_\_\_

Forwarding address: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If the employee separates before the end of the pay period, the timekeeper should separate the employee in ITAS at any time during the same pay period. If the employee separates at the end of the pay period (Friday or Saturday), the timekeeper should separate the employee in ITAS in the following pay period.

FROM: [name] Workforce Relations Division, OHR	BLDG/RM: 31/1B37
	PHONE NO.: