

TRANSITION ALLOWANCE DECLARATION FORM

Newly hired benefits-eligible employees should complete, sign and submit this form to their home department business office within 31 days of hire. Employees qualifying for the transition allowance will be provided with the dollar amount and payment distribution process information by their home department business office.

QUALIFYING Newly hired benefits-eligible employees are subject to a 90-day benefits effective waiting period.

NEWLY HIRED WITH NO RECENT STATE SERVICE: I have not been in service with the University or any other Arizona state university or agency in the past two years. My benefit elections will be effective the first day of the pay period after the 90-day waiting period. I request the transition allowance instead of opting for the voluntary "Fixed Benefit Plan," subject to program availability. In addition, I understand that if my employment terminates prior to receiving the full amount of the transition allowance, I am not owed the remaining balance of the transition allowance.

(For information on the fixed benefit plan, visit http://www.hr.arizona.edu/fixed_benefit_plan.)

Note to home department business office: If the box above is selected, please refer to the "Transition Allowance - Payment Request Process" located at http://www.hr.arizona.edu/recruitment_and_hiring. This declaration form should remain with the department.

NON-QUALIFYING Existing employees who have recently become benefits-eligible; "return to work" retirees; and those with prior service with the University or another state agency/University in the last two years do not qualify for the transition allowance.

NEWLY BENEFITS ELIGIBLE: My initial hire date was before July 20, 2011 **OR** I will have worked 90-days or more at the University at the time of my benefits eligibility. There is no 90-day waiting period as my benefit elections become effective the first day of the pay period after my hire date. I do not qualify for a transition allowance.

RETURN TO WORK RETIREE: I am a "return to work" UA retiree and had retiree benefits through the Arizona Department of Administration or the Arizona State Retirement System immediately prior to returning to work. There is no 90-day waiting period as my benefit elections become effective the first day of the pay period after my hire date. I do not qualify for a transition allowance.

REHIRE INTO STATE SERVICE: I have prior service with the University of Arizona, Northern Arizona University, Arizona State University or other Arizona state agency within the last two (2) years. There is no 90-day waiting period as my benefit elections become effective the first day of the pay period after my hire date. I do not qualify for a transition allowance.

Name of Arizona University or State Agency: _____

Dates of qualifying employment/service: (Month/Year) __/__/__ to __/__/__

Note to home department business office: If one of the "non-qualifying" boxes above is selected, please send this form (original or copy) to Human Resources, University Services Building, Suite 114 or fax 520-626-4749. Please provide the employee's EMPL ID (if available): _____. Department # / Reviewer Name: _____

The above information is accurate to the best of my knowledge. I understand that the University will verify any previous employment/service with an Arizona state university or agency.

Employee Name (please print): _____

Employee Signature: _____ Date: _____