

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources  
#4 State House Station

January 10, 1996

HUMAN RESOURCES MEMORANDUM 1-96

TO: Heads of Departments, Personnel Officers, Directors of  
Administrative Services, Payroll Officers, Affirmative Action  
Officers

SUBJECT: Worksheet Form For 1996 Retirement Incentive Program

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A supply of five Worksheet Forms (Per Form 120) is being provided to the Personnel Office of each department and agency. The Worksheet Form is a three-part form, and copies must be routed as indicated.

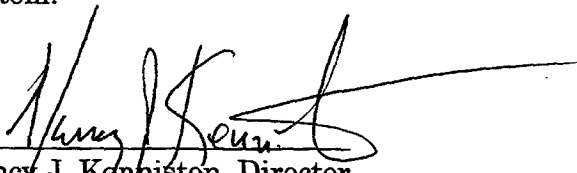
Part One (DEPARTMENT) of the Worksheet Form must be completed by the Personnel Office for each department employee who retires effective December 1, 1995, January 1, 1996, February 1, 1996, March 1, 1996 and April 1, 1996. Part Two (EMPLOYEE) must be completed by the employee and/or department, and signed and dated by the employee. The Worksheet Form will have to be completed retroactively for employees who retired on December 1, 1995 and January 1, 1996.

Part One of the Worksheet Form must report the base salary that is in effect at the time of termination. For all participants other than seasonal-position employees, this base Salary is reported under the *Annual \$* field of the *Salary Change Code & Reason* section of the employee's Human Resource Profile. Base salary does not include any of the special pay add-ons. For seasonal-position employees, the base salary for the last season completed must be reported.

For employees who elect the lump-sum payment (Option 1), the Personnel Office must enter in the Option 1 box of the Worksheet Form the amount determined by dividing the base salary amount by four and rounding to nearest cent.

For employees who elect monthly payments (Option 2), the Personnel Office must enter the whole number quotient obtained by dividing the lump-sum payment amount by 171.94 in the left column of the Option 2 box and enter the remainder of the lump-sum payment amount in the right column of the Option 2 box.

Departments and agencies are asked to remind participants that they must also file their Intent-To-Retire Form with the Maine State Retirement System by February 1, 1996. This form is provided by or available from the Maine State Retirement System.



Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

**Bureau of Human Resources  
Special Retirement Incentive Program  
Individual Selection Worksheet**

<b>DEPARTMENT</b>	Employee Name		Employee Number	
	Department Name and Number		Bureau/Division	
	Job Title & Class Code		Position Number	
	Date of Birth		Termination Date	Retirement Date
	Base Annual Salary***		OPTION 1 Lump sum payment amount (Base annual divided by 4): \$ _____	OPTION 2 (monthly payments \$171.94)
	Biweekly Hours	Weeks Per Year	Number Full Months to be paid	Amount of Final Payment

<b>EMPLOYEE</b>	<p>I elect to receive a single lump sum payment of my Plan Option Amount on July 1, 1996. This payment is subject to all federal and state taxes.</p> <input type="checkbox"/>		<b>OR</b>	<p>I elect to receive monthly payments of \$171.94 as shown above for option 2. Monthly payments will continue until I have received the full amount. Monthly payments will begin on 7/1/96. This payment is subject to all federal and state taxes</p> <input type="checkbox"/>	
	Box or Apartment		Employee Signature		Date
	Street				
	Municipality				
State		Zip Code			

**\*\*\*This form should be completed following the guidelines outlined in Human Resources Memorandum 16-95 and submitted to the Bureau of Human Resources with the Termination Form.**