

UO 2021 Retirement Incentive

Keeping you informed

*****This email addresses updates to incentive payment options and reminds you of the February 5 election deadline.*****

2021 Retirement Incentive election deadline is 5:00 p.m. on February 5, 2021.

After you review and evaluate the 2021 Retirement Incentive offer, your retirement income benefits, and healthcare coverage options, complete the [retirement incentive election form](#) if you wish to participate in the program. Election forms received after the deadline will not be accepted.

Employees who have already submitted their election form to participate in the program will begin receiving their Participant Agreement and Release forms via email by the end of January. Participants will have 45 days from the date the Participant Agreement and Release form was sent to sign and return the form, which formalizes their participation in the Retirement Incentive offer.

Please check the web resources often for the latest information and before reaching out to the HR project team. Many of your questions will be answered in these resources:

- [2021 Retirement Incentive Offer guide](#)
- [Frequently Asked Questions](#)

If you are unable to find an answer in the web resources to your question, please email your question or concern to the HR project team at retirementincentive@uoregon.edu.

NEW: Retirement Incentive may be split into two payments.

Based on feedback received from eligible employees and other stakeholders, HR requested UO legal counsel revisit the option of offering split payments to program participants. After further review, legal counsel was able to identify a tax compliant way to divide the payment over tax years 2021 and 2022.

When signing their formal Participant Agreement and Release, participating employees will be asked to indicate whether they would like to receive their incentive in one lump sum payment or split into two payments by choosing one of the following three options:

Option 1: The entire payment will be issued in one lump sum in July 2021.

Option 2: 50% of the total payment will be issued in July 2021 and the remaining 50% will be issued in February 2022.

Option 3: 25% of the total payment will be issued in July 2021 and the remaining 75% will be issued in February 2022.

Payment terms include:

- Payments will not be made by any other percentages than what is listed in the options above and dates of the payments are not negotiable.

- Once the employee's selection has been made and the signed Participant Agreement and Release is submitted to HR, changes to the payment structure will not be allowed to be made.
- Interest will not be earned on the unpaid amount, if a split payment option is elected.
- Income taxes will be withheld from payments at the federal supplemental tax rate in effect at the time of payment (i.e. 2021 tax rates apply to the July 2021 payment, 2022 tax rates will apply to the February 2022 payment).
- It is the participant's responsibility to notify Payroll if their address or bank account information changes before all payments are distributed. Changes can be submitted through DuckWeb.

Selection of the employee's desired payment option will be done when [finalizing the participant agreement and release](#). Employees do not have to make that determination when initially electing to participate in the program.

Please review the [HR website](#) for complete retirement incentive information.