

RETIREE ACCUMULATED SICK LEAVE (RASL) PROGRAM
 To be emailed to RASL@azdoa.gov

Retiree Section of GAO-SL-50	Agency Section of GAO-SL-50
<p>Provided required personal information. You may update your mailing address anytime on yes.az.gov. You have YES access for 4 years after State separation.</p> <p>Retirement System selected from one of the five choices, and Retirement Date provided (not last day of work).</p> <p>If applicable, enrolled with the state-sponsored deferred compensation provider prior to separation date.</p> <p>If applicable, emailed RASL Deferral Notification Form directly to the state-sponsored deferred compensation provider at phxazfax@nationwide.com or faxed it to 602-650-1278. Do not give it to your agency deferred compensation rep.</p> <p>Selected preferred payment method: direct deposit or paper check (warrant). You may select an account in HRIS/YES, or for a new account please provide a VOID check with printed name or letter from financial institution. Starter checks and deposit slips are not acceptable. Handwrittten account information is not acceptable.</p> <p>Federal Tax Withholdings (IRS Form W-4)</p> <p>Arizona Tax Withholdings (AZDOR Form A-4) You may use the same tax withholding rates currently in HRIS/YES. You may change your tax withholding rates anytime on yes.az.gov. Or, you may attach Forms IRS W-4 and/or AZDOR A-4 and we will input the new tax withholding rates for you. However, if you are currently "EXEMPT" in HRIS/YES then you must attach Form IRS W-4 and/or AZDOR A-4 to be "EXEMPT" from tax withholdings for RASL payments. Claiming "EXEMPT" from tax withholdings requires that you submit a new IRS W-4 and/or AZDOR A-4 each year.</p> <p>Completed beneficiary information or wrote "NONE."</p> <p>Initialed all eight (8) certification statements.</p> <p>Form must be signed and dated by retiree or beneficiary.</p> <p>Submit Form GAO-SL-50 to Agency RASL Liaison in Human Resources or Payroll.</p> <p>Do not submit application directly to the GAO. Your agency will forward your application to the GAO after you receive your final agency paycheck.</p> <p>_____ Retiree or Legal Representative Signature and Date</p>	<p>Verify retiree section is accurate and complete.</p> <p>Retiree must submit Form GAO-SL-50.</p> <p>Agency RASL Liaison name and contact information. Person to be contacted for RASL application issues.</p> <p>SEPARATION DATE. Attach HRIS print screen of HR11 "Main" page showing status of R2, T2 or U2 with Termination filled in.</p> <p>DATE OF RETIREE FINAL PAYCHECK. Wait until all agency wages and accrued leave has been paid.</p> <p>SICK LEAVE BALANCE. Attach HRIS print screen "Time Accrual Balances". With the exception of Sick Leave, all balances must be 0.0000.</p> <p>HOURLY RATE ON SEPARATION DATE. Attach HRIS print screen of HR11 "Pay".</p> <p>A completed RASL application includes 5 pages emailed to RASL@azdoa.gov:</p> <ol style="list-style-type: none"> (1) Form GAO-SL-50. (2) Print screen of status and term date.* (3) Print screen of leave balances. (4) Print screen of rate of pay. (5) Checklist with Instructions. <p>No other screen prints or pages are required. Additional Agency HR and Agency PR tasks: (No screen prints are required for the following tasks.)</p> <p>Insurance and retirement deductions are end dated.* Contact benefitsissues@azdoa.gov. Wait until you actually see that the deductions have been end dated before submitting application.</p> <p>Direct deposits (XR12.1) are end dated.</p> <p>Additional payments (ZR30.1) are end dated.</p> <p>Do NOT end date transit (bus) card deductions, deferred compensation, taxes or garnishments.</p> <p>AGENCY CERTIFICATION AND SIGNATURE: * Retiree must be in R2, T2 or U2 status and benefit deductions end-dated before Form GAO-SL-50 and attachments are submitted to the GAO.</p> <p>_____ Agency RASL Liaison Signature and Date</p>