
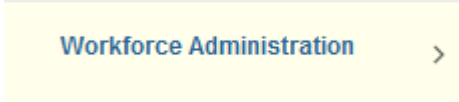


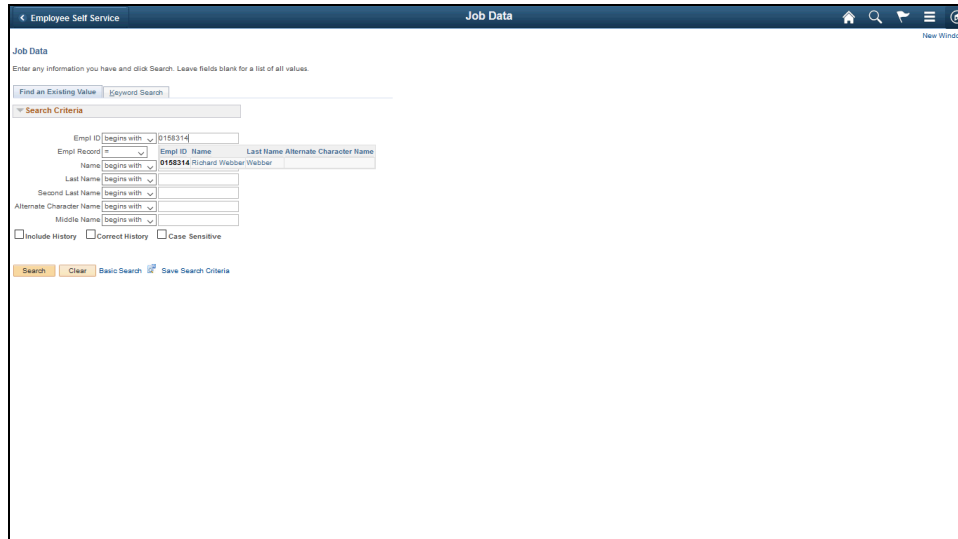
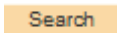





HR051.02_Retire an Employee

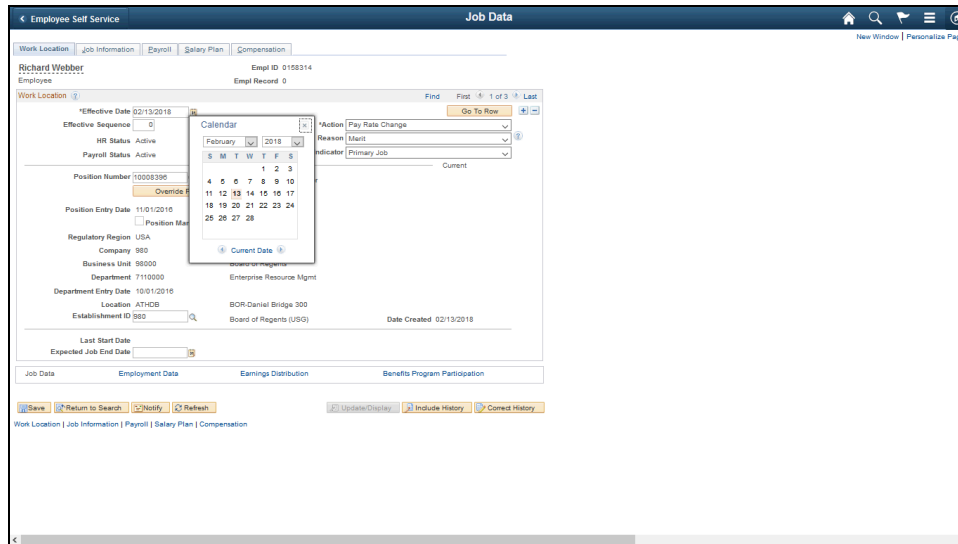
Step	Action
1.	Click the NavBar button. 
2.	Click the Workforce Administration button. 
3.	Click the Job Information button. 
4.	Click the Job Data button. 



Step	Action
5.	Enter Empl ID of the retiring employee and click Search 



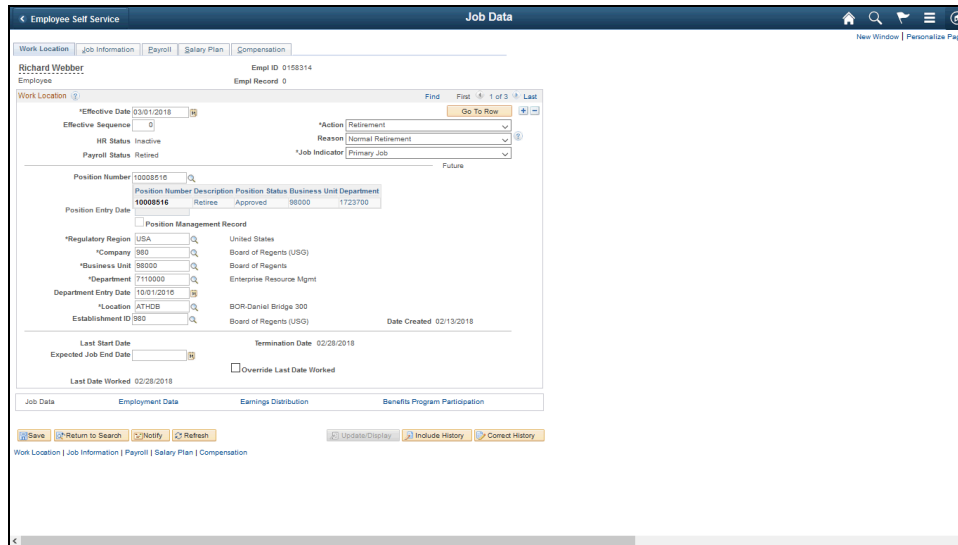
Step	Action
6.	Insert a new row by clicking the '+' button 



Step	Action
7.	Enter the Effective Date of the retirement Note: Practitioner may enter the date directly into the field (i.e., 03/01/2018) or make use the calendar look up. *Effective Date <input type="text" value="02/13/2018"/>
8.	Click the Action drop down arrow *Action <input type="text" value="Pay Rate Change"/>
9.	Click the Retirement list item. <input type="text" value="Retirement"/>
10.	Select the Reason drop down list. Reason <input type="text"/>



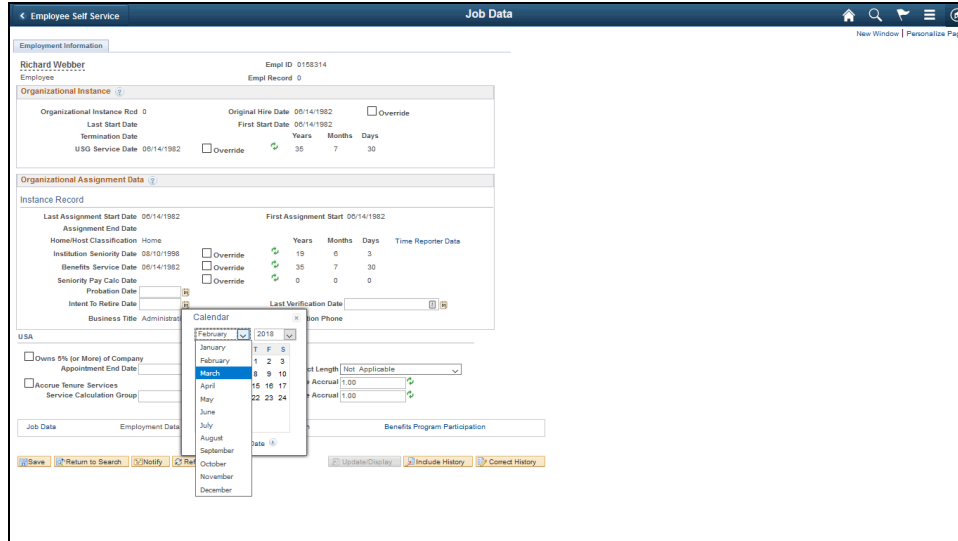
Step	Action
11.	Select the appropriate retirement Reason . Options: Disability Retirement ERS Retirement Early Retirement Normal Retirement Disability Retirement ERS Retirement Early Retirement Normal Retirement
12.	Click in the Position Number field and delete the number . Position Number <input type="text"/>



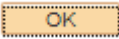


Step	Action
13.	Enter the retiree position number. Press [Tab] .
14.	Click the Compensation tab. Compensation
15.	Change the Comp Rate to 0.00 Comp Rate <input type="text" value="26.9292"/>
16.	Click the Calculate Compensation button. Calculate Compensation



Step	Action
17.	Click the Benefits Program Participation link. Benefits Program Participation
18.	Leave the Annual Benefits Base Rate populated with the current amount and click on Employment Data link Employment Data



Step	Action
19.	Enter the Intent to Retire Date The practitioner can either enter the date directly (e.g., 03/01/2018) or use the calendar. Intent To Retire Date 
20.	Click the Save button. 
21.	Warning message will appear, click Ok 



Step	Action
22.	<p>Note: If other positions report to this position now becoming vacant, and it is not being filled immediately by a new incumbent, remember to update the 'Reports To' field on all positions reporting to this now vacant position. Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info</p> <p>Also, if this retiring employee also served as a time approver, ensure that the Maintain Time Reporter Data panel is updated as applicable with the new Time & Absence Approver. Navigator > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data</p> <p>End of Procedure.</p>