



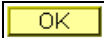
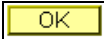





Retirement - Voluntary

1.	Click the Administer Workforce link. 
2.	Click the Administer Workforce (USF) link. 
3.	Click the Use link. 
4.	Click the HR Processing link. 
5.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. 
6.	Select the appropriate employee. Enter the desired information into the Last Name field. Enter a valid value, e.g. " ROMANO ".
7.	Click the Search button. 
8.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
9.	Triple-click the Actual Effective Date object.
10.	Enter the Actual Effective Date of the employee's retirement. Enter the desired information into the Actual Effective Date field. Enter a valid value, e.g. " 12/31/2003 ".
11.	Click in the *Action field. 
12.	In the Action field, enter "RET" (Retirement). Enter the desired information into the *Action field. Enter a valid value, e.g. " RET ".
13.	Click in the *Reason Code field. 
14.	In the Reason Code field, enter "VRE" (Voluntary Retirement). Enter the desired information into the *Reason Code field. Enter a valid value, e.g. " VRE ".
15.	Click in the NOA Code field. 
16.	Enter the desired information into the NOA Code field. Enter a valid value, e.g. " 302 ".
17.	Click in the NOA Ext field. 

18.	Enter the desired information into the NOA Ext field. Enter a valid value, e.g. " 0 ".
19.	Click in the Authority (1) field. 
20.	For Authority (1) , enter the correct legal authority. Enter the desired information into the Authority (1) field. Enter a valid value, e.g. " SRM ".
21.	If applicable enter Authority (2) . Click in the PAR Request# field. 
22.	In the PAR Request # field, enter the applicable PAR Request number. Enter the desired information into the PAR Request# field. Enter a valid value, e.g. " 0000070362 ".
23.	Click the PAR Remarks link. PAR Remarks
24.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter a valid value, e.g. " B60 ".
25.	Press [Tab] .
26.	Click the Ok button. 
27.	Click the Tracking Data link. Tracking Data
28.	Click in the Comment field.
29.	In the Comment field, enter the employee's contact name and phone number. NOTE: There is a 30 character limit in the Comment field. Enter the desired information into the Comment field. Enter a valid value, e.g. " RUTH T. ROMANO 555-432-9876 ".
30.	Return to the Data Control tab and change the PAR Status according to your role. Click the Ok button. 
31.	Click the Save button. 
32.	In order for the legacy system to receive the employee's separation address, a separation address PAR must also be performed. Insert another row into the employee record and enter the following data.
33.	Click the Add a new row at row 1 button. 
34.	Enter the Effective Date in the Actual Effective Date field. It should be the same effective date as the effective date on the Separation row of data previously entered. Triple-click the Actual Effective Date object.

35.	Enter the desired information into the Actual Effective Date field. Enter a valid value, e.g. " 12/31/2003 ".
36.	Click in the *Action field. <input type="checkbox"/>
37.	Enter DTA in the Action field. Enter the desired information into the *Action field. Enter a valid value, e.g. " DTA ".
38.	Click in the *Reason Code field. <input type="checkbox"/>
39.	Enter DTA in the Reason field. Enter the desired information into the *Reason Code field. Enter a valid value, e.g. " DTA ".
40.	Click in the NOA Code field. <input type="checkbox"/>
41.	Enter 999 in the NOA field. Enter the desired information into the NOA Code field. Enter a valid value, e.g. " 999 ".
42.	Click in the NOA Ext field. <input type="checkbox"/>
43.	Enter 8 in the NOA Ext field. Enter the desired information into the NOA Ext field. Enter a valid value, e.g. " 8 ".
44.	Click the Save button. 
45.	The information is saved. End of Procedure.