Retirement - Voluntary

1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing
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. Search
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. OK
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. OK
31.	Click the **Save** button. Save
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.
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.
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.
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.
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. Save
45.	The information is saved. **End of Procedure.**