

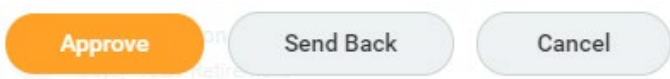
In the instance one of your employees has made the decision to retire from Flinders University, after you have been notified and have had a discussion with your employee, they will be required to submit their retirement request in Workday. (Note: You can complete a retirement request on their behalf if the situation requires it. See user guide on *retirement request of employee on their behalf*).

An action will appear in your inbox to *Review Retirement Request*.

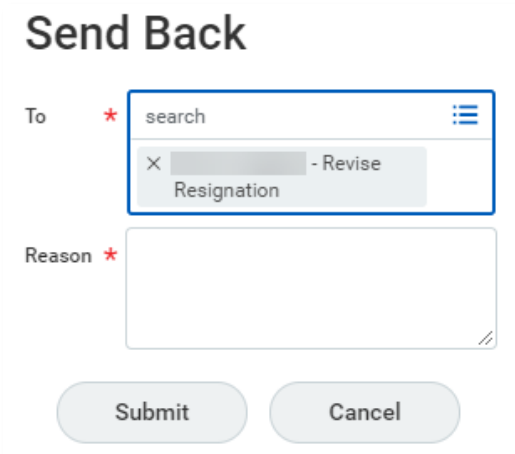
Navigate to your *Inbox*

Complete a detailed review of the information supplied by the employee. Check to ensure the dates match your discussion.


If you require further information, you are able to send back the request



To send back the request for more information, Click *Send Back*. The *Send Back* pop up window will appear prepopulated with the initiator's (employee's) Details. Complete the *Reason* box with the question/information you require. Then *Submit*.



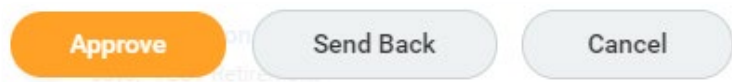
**Send Back**

To \*  

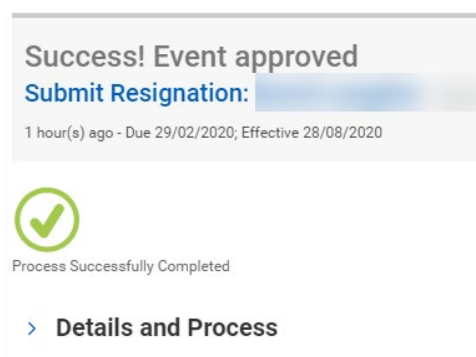
- Revise  
Resignation

Reason \*

To approve the retirement request, select *Approve*. Note: If you select *Cancel*, then you will only be cancelling out of the details, not cancelling the process.



Once you approve, the *Success! Event approved* screen will appear. There will be an action sent to your People and Culture business partner.



Once the People and Culture business partner approves the retirement request, Payroll will receive a notification to complete the termination payment process. You will also receive an action to complete the offboarding process.

Once your People and Culture Business Partner has acknowledged your employee's retirement request, you will receive an inbox item to complete the offboarding procedure.

Navigate to your inbox

Complete the *Offboarding procedure To Do list*, which is a list of activities / actions outside of Workday.

Ensure there are no items assigned to the retiring employee, delegate tasks to another employee if required.

Once checklist is completed, click *Submit*.

The screenshot shows a Workday interface. On the left, there's a sidebar with 'Actions (1)' and 'Archive' tabs. Below, it shows a task: 'Offboarding Procedure: Terminate: [redacted]' with a star icon and '12 minute(s) ago - Effective 28/08/2020'. The main area is titled 'Complete To Do Offboarding Procedure' with an 'Actions' button. It shows the task was completed 12 minutes ago. The 'For' field is redacted. The 'Overall Process' is 'Terminate: [redacted]' and the 'Overall Status' is 'Successfully Completed'. The 'Instructions' list includes: 'Cancel network access', 'Submit final expense report', 'Turn in badge and security pass', 'Turn in computer', 'Turn in home computers and turn off home connections', 'Turn in pager, cell phone, and any other data devices', and 'Turn in automobile'. There is a comment box with the placeholder 'enter your comment'. At the bottom, there are 'Submit' and 'Save' buttons.

A confirmation message is overlaid on the bottom right: 'You have marked as Complete Terminate: [redacted]' with a green checkmark icon, '12 minute(s) ago - Effective 28/08/2020', and a link to '> Details and Process'.

Once you have clicked submit, the *You have marked as Complete* screen will appear. The process has completed.