
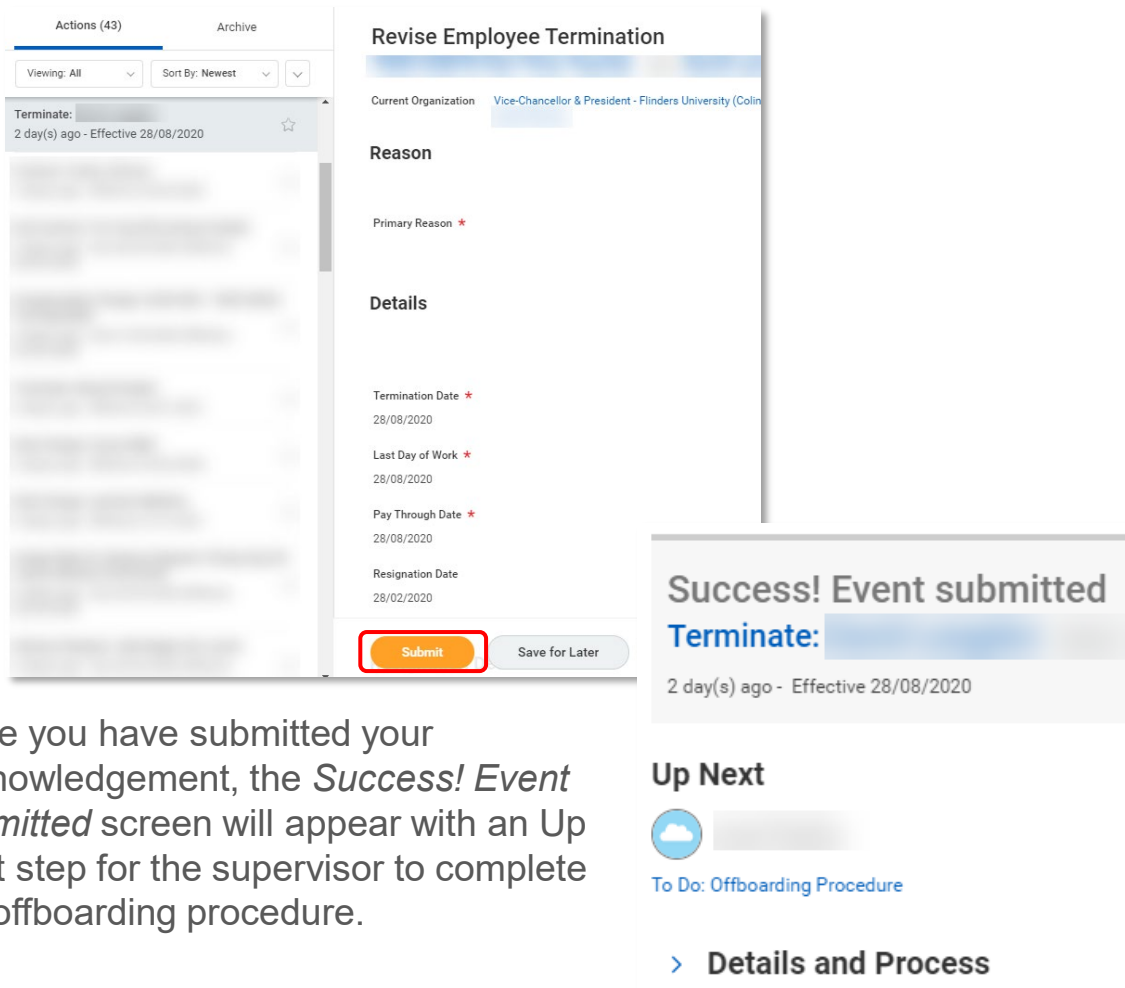


As a People and Culture Business Partner/Coordinator, you will receive notification when an employee in your College/Portfolio has decided to retire and approval of the retirement has been completed by the Supervisor.

Navigate to your inbox 

Complete a detailed review of the information supplied by the employee. Ensure you make a note of the retirement to determine if support for your college/portfolio is required.

Click *Submit*.



The image shows a screenshot of the Workday interface. On the left, there is a list of actions with a 'Terminate' entry highlighted. The main area displays the 'Revise Employee Termination' form for 'Vice-Chancellor & President - Flinders University (Colin)'. The form includes sections for 'Reason' (with a 'Primary Reason' field) and 'Details' (with fields for 'Termination Date', 'Last Day of Work', 'Pay Through Date', and 'Resignation Date', all set to 28/08/2020). A 'Submit' button is highlighted with a red box. To the right, a 'Success! Event submitted' notification is shown, indicating the 'Terminate' event was submitted 2 days ago, effective 28/08/2020. Below the notification, an 'Up Next' section shows a cloud icon and the text 'To Do: Offboarding Procedure' with a link to 'Details and Process'.

Once you have submitted your acknowledgement, the *Success! Event submitted* screen will appear with an Up Next step for the supervisor to complete the offboarding procedure.