



How to Submit a **Retirement Request** in PeopleSoft

Human Resources

Before you start	
When to use?	Use this document as a guide to submit a Retirement request.
 Who should use it?	<ul style="list-style-type: none"> ✓ Managers in the reporting hierarchy of the employee can submit a Retirement request for a person reporting to them. ✓ Managers can also delegate their authority to submit Retirement requests to an administrator in their department.
Prerequisite	N/A
 <i>Documents relating to this process</i>	<Link to Retirement Policy?>

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- 1) Open an Internet Browser and go to link - <https://one.spcollege.edu/> then, use your Single Sign On (SSO) credentials to login.
- 2) On the “MySPC” homepage, scroll down to the bottom of the page and click on “Personnel Actions” tile.

Note: - Depending on security access to certain PeopleSoft areas, tiles will be aligned differently per user.

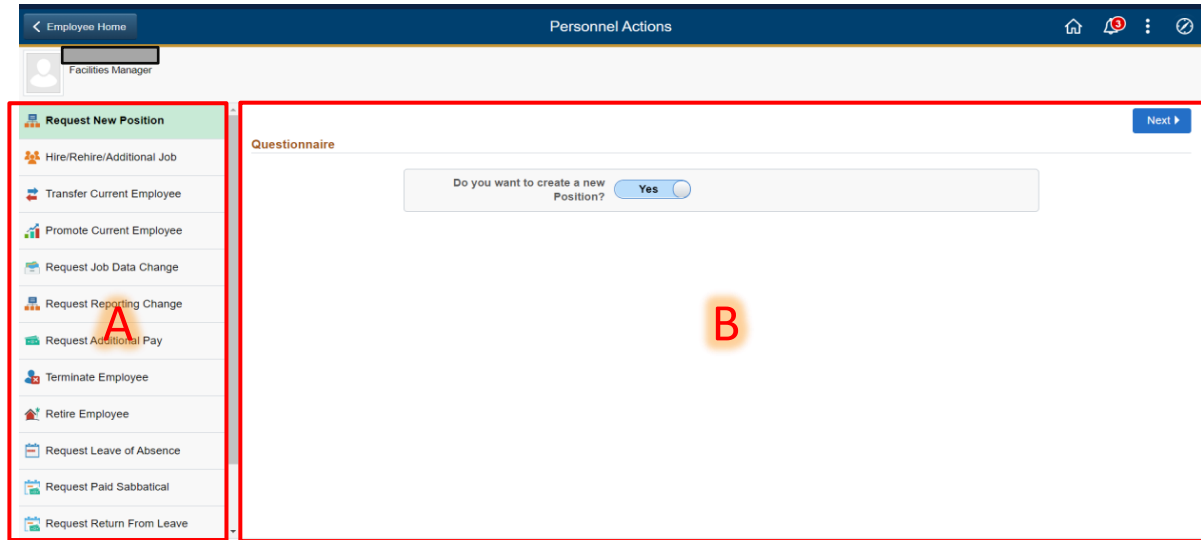
The screenshot shows the mySPC Employee Home dashboard. The dashboard is a grid of tiles. The 'Personnel Actions' tile at the bottom center is highlighted with a red border. Other tiles include Self Service, Faculty Services, Performance Management, Employee Leave / Time, Webtime Approver Leave/Time, Webtime Aprv. Lv / Time (Cont), and Helpful Links.

- 3) You will be directed to the “Personnel Actions” home.

The screenshot shows the Personnel Actions home page. The page has a sidebar on the left with various HR actions like 'Request New Position', 'Hire/Rehire/Additional Job', 'Transfer Current Employee', 'Promote Current Employee', 'Request Job Data Change', 'Request Reporting Change', 'Request Additional Pay', 'Terminate Employee', 'Retire Employee', 'Request Leave of Absence', 'Request Paid Sabbatical', and 'Request Return From Leave'. The main content area displays a 'Questionnaire' with a toggle switch for 'Do you want to create a new Position?' set to 'Yes'. There is a 'Next' button on the right side of the questionnaire.

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- 4) Familiarize with the layout of the “Personnel Actions” home.



- A. Left-Hand Navigation Pane – Displays the list of actions available to user. Clicking the links on this pane opens up the corresponding page on the right-hand pane.
- B. Right-Hand Action Pane – Shows the pages on which user can perform the actions.

- 5) On the left-hand pane, click on the link “Retire Employee”

- The right-hand pane will display the list of employees available for selection. Clicking on an employee will select them for action.
- If an employee has other employees reporting to them, then the number of direct reports and total reports is shown in the column highlighted below. If needed, you can click on the numbers to view and select them.

SPC - HR Homepage Personnel Actions

Retire Employee

Search Options

Select Employee 82 rows

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Landscaper		Active Full-Time Employee	J0602 Landscape Services SE - LANDSVC-SE Seminole Campus - 04000
	Custodian		Active Full-Time Employee	J0501 Custodial Services SPG - CUSTSRV-SP St. Petersburg/Gibbs Campus - 03000
	Landscaper Supervisor		Active Full-Time Employee	J1301 Landscape Services CL - LANDSVC-CL Clearwater Campus - 02000
	Lead Custodian		Active Full-Time Employee	J0801 Custodial Services CL - CUSTSRV-CL Clearwater Campus - 02000
	Custodian		Leave of Absence Full-Time Employee	J0501 Custodial Services AC - CUSTSRV-AC Allstate Center - 09000

- 6) After selecting the employee, a new request gets initiated.
 - a. STEP 1 in the Retirement request is to enter the retirement date information of when the employee will be retired.
 - b. Mandatory Fields:
 - i. **Transaction Date** – Next day after the retirement date of the employee.

Retire Employee

Custodian

1 Job Detail 2 Review & Submit

Next

Work and Job Information

*Transaction Date 02/06/2021

Current Information

Position Title	Custodian	00010142
Department	Custodial Services SPG	CUSTSRV-SP
Location	St. Petersburg/Gibbs Campus	03000
Job Title	Custodian	J0501
Reports To	Facil Mgr, Custodial&Landscape	00000974
Manager Name	Jason Soler	

Changes Made
Required Field

- 7) After entering the Transaction Date, click on NEXT to proceed.
- 8) STEP 2 in the Retirement request is to "Review and Submit".
 - a. Data fields that were changed in STEP 1 are highlighted in ORANGE.
 - b. Use the COMMENTS section to enter any additional information to the approvers.
 - c. Use the ATTACHMENTS section to attach any supporting documents to the approvers.
 - d. To change Transaction Date, click PREVIOUS button to go back to STEP 1.

- 9) After reviewing the information, click SUBMIT to send the request forward through the workflow approvals.
- 10) A standard Retirement Request requires the following 2 levels of approvals.
 - a. Requestor’s Manager
 - b. HR Department
- 11) You will receive an email notification when the request is submitted for your reference.
- 12) When the Retirement Request is submitted successfully, the page below appears showing the workflow approval process.

Retire Employee approval chain



End of Activity