

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



Before you start					
When to use?	Use this document as a guide to submit a Retirement request.				
<b>n</b> Who should use it?	<ul> <li>Managers in the reporting hierarchy of the employee can submit a Retirement request for a person reporting to them.</li> <li>Managers can also delegate their authority to submit Retirement requests to an administrator in their department.</li> </ul>				
Prerequisite	N/A				
Documents relating to this process	<link policy?="" retirement="" to=""/>				

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- Open an Internet Browser and go to link <u>https://one.spcollege.edu/</u> 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.

🗑 myl <b>SPC</b>		~ Employ	ee Home		<b>(12)</b> :
<b>e</b>	Self Ser Payroll and Compen Benefits Employee Wellness Personal Information	Isation		Faculty Services  Book Adoption & Insights Portal Faculty Center SPC Class Attendance SPC 60% Participate	
~	Performance M Goal Setting & Performance M Career Service Mana Instructions	rmance Review		Faculty Services (Cont)  Faculty Services (Cont)  Serch for Classes  Subject Area Codes (i.e. ENC, MAN.)  Searchable Faculty/Course Pages  Edityour Faculty Page	
	Employee Lea			Webtime Approver Leave/Time Leave Approval Leave Cancellation Time Approval-Hourty Salaride Employee Certification Enter Employee Time	
	Webtime Apvr. Lv Webtime Approver S Missing Timesheets Time Clock Message View Leave Applicati View Time Entry - His	elf Service es ons - History	6	Helpful Links  Faculty Links Staff Links PeopleSoft Access Request One College Support	
Comp	any Directory	Personnel Actions			

3) You will be directed to the "Personnel Actions" home.

C Employee Home	Personnel Actions	ଜ	<b>(</b> 3	:	Ø
Facilities Manager					
Request New Position				Nex	t►
Nire/Rehire/Additional Job	Questionnaire				-
Transfer Current Employee	Do you want to create a new Position? Yes				
Promote Current Employee					
膏 Request Job Data Change					
Request Reporting Change					
💼 Request Additional Pay					
a Terminate Employee					
Netire Employee					
E Request Leave of Absence					
📩 Request Paid Sabbatical					
Request Return From Leave					



4) Familiarize with the layout of the "Personnel Actions" home.

K Employee Home	Personnel Actions	ώ	٩	:	Ø
Facilities Manager					
🚆 Request New Position				Next I	
Nire/Rehire/Additional Job	Questionnaire				-
Z Transfer Current Employee	Do you want to create a new Position? Yes				
Promote Current Employee					
营 Request Job Data Change					
Request Reporting Change	В				
Request Additional Pay					
arminate Employee					
▲ Retire Employee					
E Request Leave of Absence					
📸 Request Paid Sabbatical					
Request Return From Leave					

- 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"
  - a. The right-hand pane will display the list of employees available for selection. <u>Clicking on an employee will</u> <u>select them for action.</u>
  - b. 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		<u>ଜ</u>	<b>19 :</b> 0
Request New Position	Retire Employe	e				
Hire/Rehire/Additional Job	Search Options					
Transfer Current Employee	Select Employee					82 row
Promote Current Employee	Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location	<u>↑</u> ↓
🚔 Request Job Data Change	100			Active	J0602	
Request Reporting Change		Landscaper		Full-Time Employee	Landscape Services SE - LANDSVC-SE Seminole Campus - 04000	>
💼 Request Additional Pay		Custodian		Active	J0501	
Terminate Employee		Custorian		Full-Time Employee	Custodial Services SPG - CUSTSRV-SP St. Petersburg/Gibbs Campus - 03000	>
👔 Retire Employee		Landscaper Supervisor		Active	J1301	
Request Leave of Absence			2/2	Full-Time Employee	Landscape Services CL - LANDSVC-CL Clearwater Campus - 02000	>
Request Paid Sabbatical		Lead Custodian		Active	J0801	
Request Return From Leave				Full-Time Employee	Custodial Services CL - CUSTSRV-CL Clearwater Campus - 02000	>
Y Approvals & Delegations		Custodian		Leave of Absence Full-Time	J0501 Custodial Services AC - CUSTSRV-AC	
Review Transactions				Employee	Allstate Center - 09000	>

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- 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.

X Exit				Retire Employee		<i>∟</i> ® :
Custodian			oL	1 b 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				
<ul> <li>Changes M</li> <li>Required Fi</li> </ul>	lade ield					

- 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.

Exit			Retire Emplo	уее				ø
todian			Job Detail	Rev	ew & Submit		Previous	Submit
eview and Submit								
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							
omments								
nter comments here to support thi	s retirement request.					Ľ		
achments								
documents have been attached.								

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Changes Made
 Required Field

- 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.

Cuided Self Service		Retire Employee		ធ	Q	:	$\oslash$
	Vour transaction request for Ahr	ned Arifov has been successfully submitted for appr	oval.				
Custodian							
Retire Employee approval chain							
👻 : Pending 📀	View/Hide Comments						
Retire Employee approval chain							
OSS Supervisor approvers	Þ	Not Routed Multiple Approvers GSS HIR Department Approvers					
▶ Comments							

