eForm Action Types

Retirement

• This action will retire any/all positions with UTSA
On the Initiate New eForm Request page, click on Retirement from the dropdown box.
Use the Justification text box to explain or “justify” the reason for the new eForm action requested: Employee is retiring from UTSA.
Enter or Look up the employee’s ID in the Empl ID field.
Enter the Last Date Worked. Note: The Last Date Worked should be the last day the employee actually worked or when time was entered for the employee.

The Job Data Eff Dt will update based on the last date worked.
Choose the Action: Retirement
The W2 Forwarding Information section displays the employee’s current mailing address. Select Change Address checkbox if they have provided another mailing address to use.
Once all required fields are completed, click the Save button.
Expand the Attachments or Comments section to attach required documentation and include any special comments. After you’ve added attachments and comments, click the Submit button.
After you’ve added attachments and comments, click the Submit button.
The eForm Status will show “Pending Approvals” and the current approval routing is displayed at the bottom of the page.
Questions?

Contact: Human resources
(210) 458-4648
dayone@utsa.edu