# ROLES & RESPONSIBILITIES

*for Retirement eForms*

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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| 1. Requestor (Dept Admin) | Enter accurate information and submit the eForm on time.  
   **CRITICAL FIELDS:**  
   Intent to Retire Letter, Job Data, Effective Date, Last Day Worked |
| 2. Department Manager | Validate and approve all eForm content.  
   **CRITICAL FIELDS:**  
   Intent to Retire Letter, Job Data, Effective Date, Last Day Worked |
| 3. HR Benefits | Validate and approve all eForm content.  
   **CRITICAL FIELDS:**  
   Contract Payment, Intent to Retire Letter, Last Day Worked, Retirement |