eForm Action Types

Retirement

• This action will retire any/all positions with UTSA

Initiate New eForm Request

Initiate New eForms Request

Action

Actions	▼	Status
Justification		

Appointment

Contract Additions and Changes

Create Person of Interest

End Appointment

Leave Of Absence

New Position Request

Retirement

Return From Leave

Termination

▼ Contact Info

Entered By		
Name		
Phone		
Email ID		
Dept ID		ERVICES

Secondary Co

Name

Phone

Request ID
Request Date
Processing Messages
Request History

On the **Initiate New eForm Request** page, click on **Retirement** from the dropdown box

Notify

Add

Retirement

Action

Actions [Retirement ▼] **Status**

Justification [Employee is retiring from UTSA]

> Use the Justification text box to explain or "justify" the reason for the new eForm action requested

Processing Messages

Request History

Employee Information

*Empl ID [6001202792] 🔍   **Minner, Chris**

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit	AEN004	COE MECI

Termination Information

*Last Day Worked [03/31/2018] 📅

*Job Data Eff Dt   [04/01/2018] 📅

*Action [Retirement ▼]

Retirement

Action

Actions	Retirement ▼	**Status**		equest ID
Justification	Employee is retiring from UTSA			equest Date
				rocessing Messages
				equest History

Employee Information

*Empl ID 6001202792 🔍 **Minner, Chris**

> Enter or Look up the employee's ID in the Empl ID field

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit	AEN004	COE MECI

Termination Information

*Last Day Worked	03/31/2018 📅
*Job Data Eff Dt	04/01/2018 📅
*Action	Retirement ▼

Retirement

Action

Actions	Retirement ▼	**Status**	st ID
Justification	Employee is retiring from UTSA		st Date

sing Messages

t History

Employee Information

*Empl ID 6001202792 🔍 **Minner, Chris**

Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date			ID	Dept Name
1	0 Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit	AEN004	COE MECI

Termination Information

*Last Day Worked	03/31/2018 📅
*Job Data Eff Dt	04/01/2018 📅

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.

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit	AEN004	COE MEC

Termination Information

*Last Day Worked 03/31/2018 🗓

*Job Data Eff Dt 04/01/2018 🗓

*Action Retirement ▼

W2 Forwarding Information

☐ Change Address

Address 1 8207 Anacortes St.   Clean Address

Address 2

City Houston

State TX

Zip 77061

County

Country USA

Phone 361/563-1613

Email ID

> **Attachments**

> **Comments**

> **Contact Information**

| Save | Submit | Approve | Deny | CallBack | Sendback | Cancel | Copy... |

Choose the Action:
Retirement

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	R	ame
1	0	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	M	IEC

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.

Termination Information

*Last Day Worked   03/31/2018

*Job Data Eff Dt   04/01/2018

*Action   Retirement ▼

W2 Forwarding Information

☐ Change Address

Address 1   8207 Anacortes St.   Clean Address

Address 2

City   Houston

State   TX

Zip   77061

County

Country   USA

Phone   361/563-1613
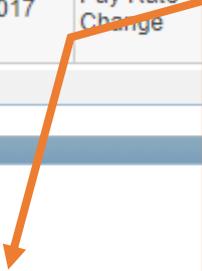
Email ID

▶ Attachments

▶ Comments

▶ Contact Information

[Save] [Submit] [Approve] [Deny] [CallBack] [Sendback] [Cancel] [Copy...]

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit	AEN004	COE MEC...

Termination Information

*Last Day Worked   03/31/2018 📅

*Job Data Eff Dt   04/01/2018 📅

*Action   Retirement ▼

W2 Forwarding Information

☐ Change Address

Address 1   8207 Anacortes St.   Clean Address

Address 2

City   Houston

State   TX

Zip   77061

County

Country   USA

Phone   361/5...

Email ID

▶ Attachments

▶ Comments

▶ Contact Information

| Save | Submit | Approve | Deny | CallBack | Sendback | Cancel | Copy... |

Once all required fields are completed, click the Save button

Termination Information

*Last Day Worked   03/31/2018

*Job Data Eff Dt   04/01/2018

*Action   Retirement ▼

W2 Forwarding Information

☐ Change Address

Address 1   8207 Anacortes St.   ddress

Address 2

City   Houston

State   TX

Zip   77061

County

Country   USA

Phone   361/563-1613

Email ID

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.

▼ **Attachments**

	Type	Note		Attach Date/Time	By	View
1	Intent to Retire Letter	Letter	Resignation_letter.pdf	04/02/18 9:16AM	Mercedes Garcia-eF-Req	🖹

Add/Delete

▼ **Comments**   Find   First ◀ 1 of 1 ▶ Last

Add/Edit

Comment By   **DateTime**

▶ **Contact Information**

Termination Information

*Last Day Worked 03/31/2018 📅

*Job Data Eff Dt 04/01/2018 📅

*Action Retirement ▼

W2 Forwarding Information

☐ Change Address

Address 1 8207 Anacortes St.   Clean Address

Address 2

City Houston

State TX

Zip 77061

County

Country USA

Phone 361/563-1613

Email ID

▼ Attachments

	Type	Note	Attached File	Attach Date/Time	By	View
1	Intent to Retire Letter	Letter	Resignation_letter.pdf	04/02/18 9:16AM	Mercedes Garcia-eF-Req	📄

Add/Delete

▼ Comments   Find First ◀ 1 of 1 ▶ Last

Comment By

After you've added attachments and comments, click the Submit button.

Add/Edit

▶ Contact Information

Save   Submit   Approve   Deny   CallBack   Sendback   Cancel   Copy...

Attachments

	Type	Note	Attached File	Attach Date/Time	By	View
1	Intent to Retire Letter	Letter	Resignation_letter.pdf	04/02/18 9:16AM	Mercedes Garcia-eF-Req	

Add

Comments

Contact Information

Department Approvals

REQUEST_ID=00001272:Pending

All Forms except POI & APT

Pending
Multiple Approvers
Department Head/Manager

The eForm Status will show "Pending Approvals" and the current approval routing is displayed at the bottom of the page.

Business Office Approvals

REQUEST_ID=00001272:Awaiting Further Approvals

Retirement

Not Routed
Multiple Approvers
HR Benefits

Save | Submit | Approve | Deny | CallBack | Sendback | Cancel | Copy...

Questions?

Contact:
Human resources
(210) 458-4648

dayone@utsa.edu