ROLES & RESPONSIBILITIES

for *Retirement* eForms

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