**Changing Employee – Retirement**

**Action and Reason Codes:** RET/RET (Retirement) or RET/RRR (Rehired Retiree Re-Retiring)

When completing a HRAF to retire an employee, please be sure that the effective date is the first day that the employee is considered a retiree and not an active employee.

- **Type of Action (Upper Right Corner)** = Retirement
- **Effective Date** = First date employee is considered an employee
- **Action Code** = RET
- **Reason Code** = RET or RRR

Please be sure that all appropriate departmental signatures are on HRAF prior to forwarding to Data Services.

**Note:** Retirements may also be completed online via Emory HRWeb in PeopleSoft.