

## Entering Retirements

To enter a retirement for an employee you will go to HRWeb>Special Update>Retire Employee.

**Retire Employee**  
Initiate a request to retire an employee.

**Instructions**  
Follow this process to retire an employee:

1. Enter the date the retirement will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

**Enter the as of date**  
Enter the effective date for this retirement.

Grid		Personalize   Find	First	1-2 of 2	Last
*Department	Description				
1 <input type="text" value="160000"/>	HR Administration				
2 <input type="text" value="160060"/>	HR: Data Services				

**Continue**

Once you have selected all the necessary depts. with employees retiring on the effective date specified. Click "Continue".

Select all the employees retiring. If the result set for the depts. requested is greater than the display limit, you will not be able to see the full employee list displayed on one page. If so, scroll up to the blue bar and navigate to the next page(s).

**All the employees selected must all have the same retirement date to use this method of entry.**

Click "Continue" after you have selected all the employees.

## Entering Retirements

**Retire Employee**

**Retirement Details**

The Retirement Date is the first day the employee is no longer employed at the company.  
Select Submit once you have entered the retirement information.

**Retirement Details**

Retirement Date:   Enter effective date

\*Reason for Retirement:

Current Information		New Information	
Department:	HR Administration	160000	HR: Retiree (HR Use Only)
Location:	1599 CLIFTON RD	1599003	Emory University Location
Pay Group:	Emory University Monthly	EUM	Retired University

\* Required Field  
[Return to Select Employees](#)

If the effective date is incorrect, click [Return to Select Employees](#) link in lower left corner to correct.

If the effective date is correct, review the selected employees. If the selection of employees is incorrect, click [Return to Select Employees](#) link in lower left corner to correct.

If all is correct, click the “Submit Button”

Your request will be submitted for approval. Emory HR web will generate an e-mail to the Benefits staff.

They will review the request and check to see if the employee is eligible to retire and receive retiree benefits. You will also see a confirmation screen of your entry and you will receive an e-mail confirmation that your request was submitted and when.

## Entering Retirements

To check the status of your retirement entry for an employee you will go to Emory HR Web>Special Update>Employee Retirement Status

[Employee Retirement Status](#)

### Select a Transaction

The list below contains retirement requests. Click on an employee to view details.

Employee Retirement Requests				
Name	Empl ID	Empl Record	Retirement Date	Workflow Status
	0	0	09/01/2013	Approved
	0	0	09/01/2011	Approved
	0	0	09/01/2013	Approved
	0	0	09/01/2013	Approved
	n	n	09/01/2011	Approved

Click the employee name to see the status of the request

[Employee Retirement Status](#)

### Retire Employee

Retirement Details	
Retirement Date:	09/01/2013
Reason for Retirement:	Retirement
Workflow Status:	Approved
Effective Sequence:	1

Current Information		New Information	
Department:	HR: Retiree (HR Use Only)	169902	HR: Retiree (HR Use Only)
Location:	Emory University Location	EUV	Emory University Location
Pay Group:	Retired University	REU	Retired University

You will receive an e-mail confirmation if the retirement submission is approved and the change will also be visible on the Job Summary page for the employee.

*If the request is denied and the person still leaves employment at Emory, the change must be submitted as a voluntary termination instead.*