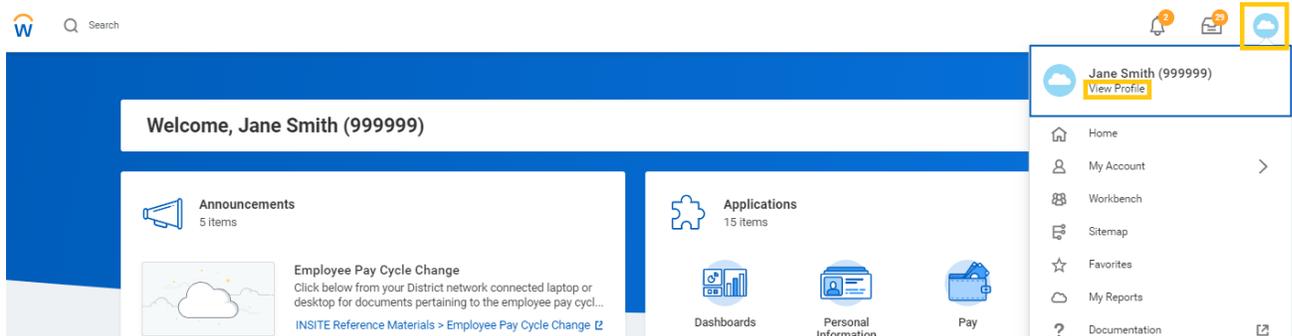


# Workday Job Aid: How to Submit Retirement in Workday

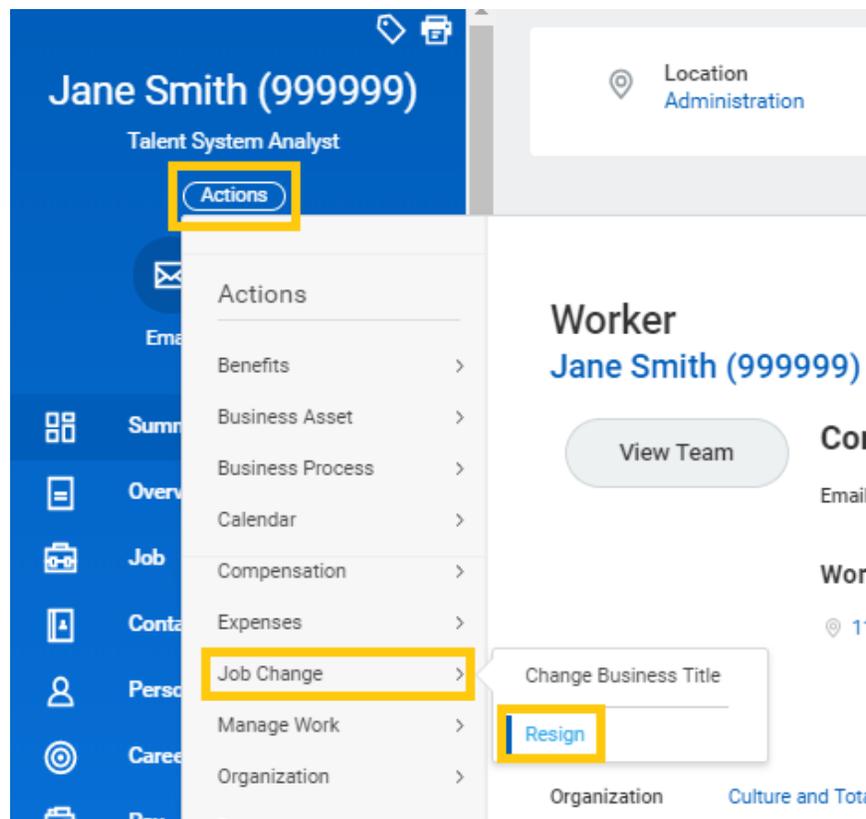
**Important note:** Before submitting your retirement, please contact the retirement system (SERS or STRS) to complete your application and verify years of service and retirement date.

- State Teachers Retirement System (STRS): 1-888-227-7877
- School Employees Retirement System (SERS): 1-866-280-7377

- 1) Log in to Workday and click on the icon in the right corner. This will be your picture or the Workday cloud icon.
  - a. Click on view profile



- 2) Beneath your picture, there should be an oval button that says 'Actions'.
  - a. Click on the 'Actions' button.
  - b. Go to 'Job Change' option.
  - c. Click 'Resign'.



# Workday Job Aid: How to Submit Retirement in Workday

- 3) You will be able to select your retirement date there.
  - a. For primary reason, choose retirement and select your retirement type. The secondary reason is optional.
  - b. Please upload a retirement form or document.

## Submit Resignation

Jane Smith (999999) [Actions](#)

The proposed termination date should be the first date you would no longer work for

Upon resignation, you must surrender all property of the Cleveland Metropolitan School District Department Head.

Notification Date

Notice Period 0 Day(s)

Proposed Termination Date \*

Primary Reason

- \* Search
- Resignation >
- Retirement >

Secondary Reasons



enter your comment

### Attachments

Drop files here

or

Select files

Submit

Save for Later

Cancel

# Workday Job Aid: How to Submit Retirement in Workday

c. Select 'Resignation' as the category type for the uploaded document and submit.

## Submit Resignation

Jane Smith (999999) Actions

The proposed termination date should be the first date you would no longer work

Upon resignation, you must surrender all property of the Cleveland Metropolitan : Department Head.

Notification Date

Notice Period 0 Day(s)

Proposed Termination Date \*

Primary Reason \*

Secondary Reasons

 enter your comment

### Attachments

 Notice of Retirement.pdf

Description

Category \*



## Workday Job Aid: How to Submit Retirement in Workday

- 4) The event will be sent through the approval process and you will be prompted to complete the exit questionnaire.

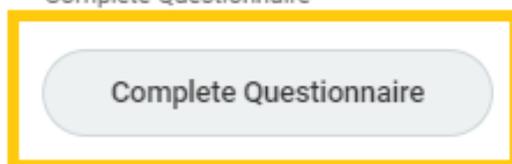
**You have submitted**  
**Submit Resignation: Jane Smith (999999)** [Actions](#)

### Up Next



Jane Smith

Complete Questionnaire



> **Details and Process**

\*\*For assistance submitting your form in Workday or completing your questionnaire, please contact your Talent Management Partner.

\*\*For all other questions and concerns, please email [WDTalent@ClevelandMetroSchools.org](mailto:WDTalent@ClevelandMetroSchools.org).