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’.
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 the organization.

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

Notification Date 03/02/2020
Notice Period 0 Day(s)
Proposed Termination Date 05/31/2020

Primary Reason
Search
Resignation
Retirement

Secondary Reasons

enter your comment

Attachments

Drop files here
or

Select files

Submit  Save for Later  Cancel
c. Select ‘Resignation’ as the category type for the uploaded document and submit.
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4) The event will be sent through the approval process and you will be prompted to complete the exit questionnaire.

**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.**