**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

Ŵ	Q Search				P P	Q
				0	Jane Smith (999999) View Profile	
		Welcome, Jane Smith (999999)	1	仚	Home	
				8	My Account	>
		Announcements		器	Workbench	
		5 items		ŝ	Sitemap	
		Employee Pay Cycle Change		☆	Favorites	
		Click below from your District network connected laptop or desktop for documents pertaining to the employee pay cycl		$\bigcirc$	My Reports	
		INSITE Reference Materials > Employee Pay Cycle Change 12 Dashboards Personal Pay Information		?	Documentation	12

- 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'.

Selection States States States States States States States Analyst			) )	<ul> <li>Location</li> <li>Administration</li> </ul>		
	Ema	Actions Actions Benefits		Worker	0000)	
88	Sumr	Business Asset Business Process	>	View Team	Cor	
=	Overv Job	Calendar Compensation	>		Email Worl	
	Conta	Expenses Job Change	> >	Change Business Title	⊚ 11	
8 ©	Caree	Manage Work Organization	>	Resign		
<b>A</b>	Pay	Deverent		Organization Cultu	e and Tota	





- 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.



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

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

Notification Date	03/02/2020					
Notice Period	0 Day(s)					
Proposed Termination Date $$ $\star$	05/31/2020 🛱					
Primary Reason *	Search 🗮					
Secondary Reasons	Resignation >					
	Retirement >					
enter your comment						
Attachments						
	Drop files here					
	or					
	Select files					
Submit S	ave for Later Cancel					





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



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 Da	03/02/2020 💼						
Notice Period 0 Day(s)							
Proposed Term	nination Date \star 05 / 31 / 2020 📄						
Primary Reaso	Worker Resignation > Retirement > 30 - Service Retirement	≔					
Secondary Rea	asons	:=					
enter your comment							
Attachm	ents						
	Notice of Retirement.pdf						
PDF	Description						
	Category ★ × Resignation :=						
Submit	Save for Later Cancel						



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.

