

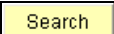





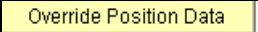


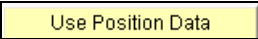




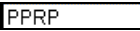



## Partial Phased Retirement

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Job Information</b> link. 
3.	Click the <b>Job Data</b> link.
4.	To Search for an existing employee record enter <b>EmplID, Name or Last Name</b> . Drop down menus can be used to select 'begins with' or 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
5.	Click the <b>Search</b> button.  If multiple employee records are listed, click on the appropriate employee record to continue. 
6.	Click the <b>Plus (+) key</b> to add a new job row. 
7.	Enter the <b>Start Date</b> of the Partial Phased Retirement in the <b>Effective Date</b> field.
8.	Click the <b>Drop-down Arrow</b> to select from the <b>Action</b> list. 
9.	Click the <b>Pay Rate Change</b> list item. 
10.	Click the <b>Drop-down Arrow</b> to select from the <b>Action/Reason</b> list. 
11.	Click the <b>Partial Phased Retirement</b> list item. 
12.	Enter the expected end date of the Partial Phased Retirement in the <b>Expected Job End Date</b> field.
13.	Click the <b>Override Position Data</b> button to open the Standard Hours field for editing on the Job Information panel.  <b>NOTE:</b> If Standard Hours has been edited in Position Data, this step is not necessary. To bring changes in Position Data into Job Data: delete the Position Number, tab out of the field, then re-enter the Position Number. Review standard hours on Job Information panel and salary grade and step (if applicable) on Salary Plan panel for accuracy. 

14.	Click the <b>Job Information</b> tab. 
15.	Enter the reduced hours into the <b>Standard Hours</b> field. (or review if populating from Position Data).  <b>NOTE:</b> Full/Part Status on this panel is defaulted from Position Data and cannot be overridden in Job Data.
16.	Press <b>[Tab]</b> to exit the field. The system will calculate the new FTE rate.
17.	Click the <b>Work Location</b> tab. 
18.	Click the <b>Use Position Data</b> button to close the fields for overriding position data. 
19.	Click the <b>Compensation</b> tab. 
20.	Enter the reduced comp rate into the <b>Comp Rate</b> field.
21.	Click the <b>Calculate Compensation</b> button to re-calculate the Pay Rates. 
22.	Click the <b>Benefits Program Participation</b> link. 
23.	Click the Drop-down Arrow to select from the <b>Part-Time Status</b> list. 
24.	Click the <b>PPRP</b> list item. 
25.	Click the <b>Save</b> button.  <b>NOTE:</b> - <u>Annual Benefits Base Rate</u> - no data entry required as the employee's benefits will be based on the reduced salary. - <u>Benefit Program</u> - No necessary to update as Ben Admin will automatically update the benefit program field after the event is closed. 
26.	<b>End of Procedure.</b>