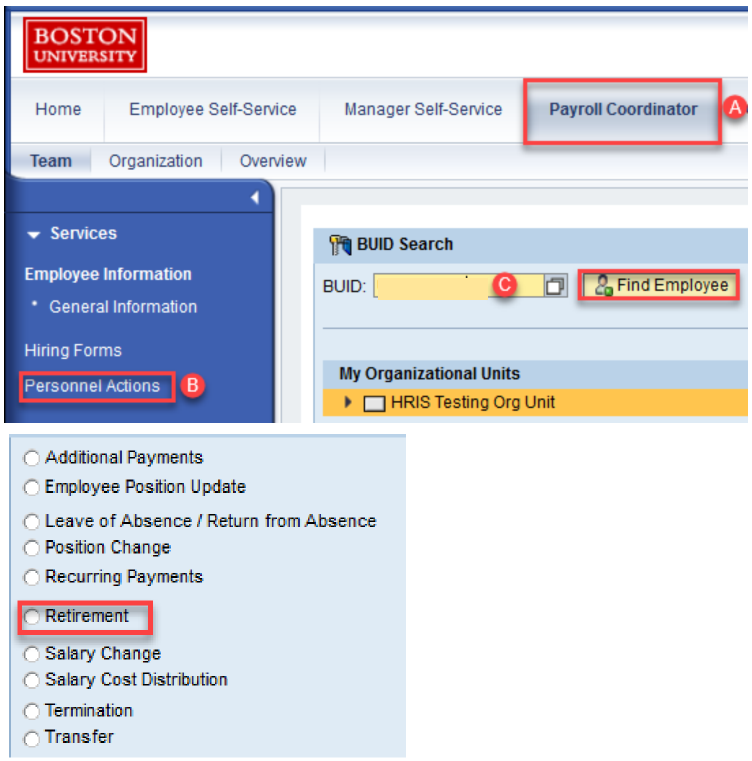
Completing a Retirement Form-Quick Reference Guide

Complete a **Retirement** form when there is a need is to formally retire an employee from SAP. Always contact your HR Business Partner prior to considering or performing a retirement to determine eligibility. You may complete a Retirement in advance of the last day of employee's work. For Exempt staff employees, the Retirement form displays accrued vacation hours as of the day the retirement form is completed and SAP will however calculate and payout the accrued vacation hours as of the ***actual*** retirement date. Please contact the Payroll Department (bupay@bu.edu) to pay non-exempt (weekly paid) employees for accrued vacation time. The Labor Distribution report (PA15) can give you information about actual payout after the retirement.

For **Retiring *Faculty***, always contact the Provost Office to obtain the data for the Exit Survey Section. Upon retirement of the MAIN Assignment, all active Additional Assignments will be terminated as of the effective date of retirement. If the additional assignment being terminated is not in same org. unit of main assignment, an email will be sent automatically to respective payroll coordinators.



1.Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Based on your privileges, you will see ***either*** the **Manager Self Service OR** the **Payroll Coordinator** tab. Click on the tab

3. Click on **Personnel Actions**

4. Enter a BUID and click on **Find Employee.** Alternatively, via the My Organizational Units area of the screen, click on the black arrow to expand the Org Units. Click on the specific Org. Unit of the employee for whom you'll be initiating a Retirement form. From the display of employees, click the **specific employee**. The row gets highlighted in yellow. Click on Select Form located at the bottom of the screen

5. Click on the radio button for Retirement

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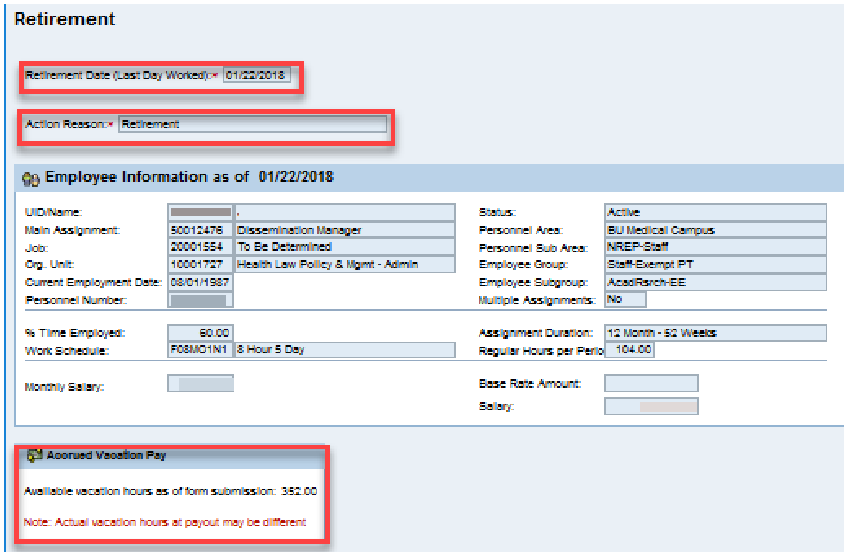
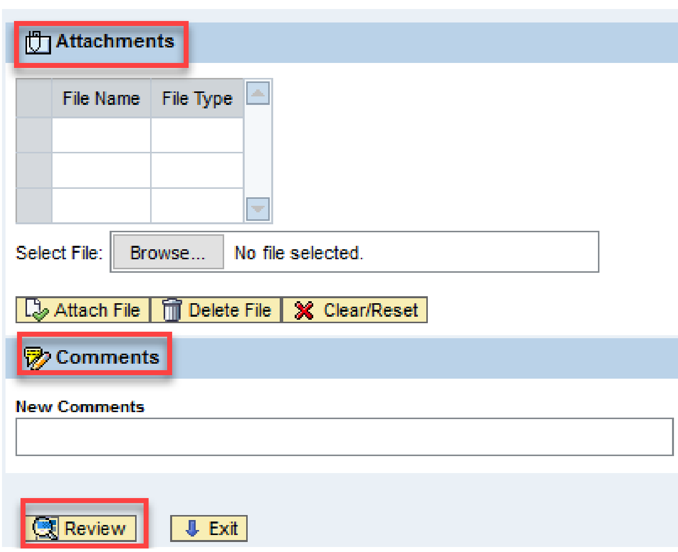


6. **Retirement Date Last Day Worked** - Enter the Last Day Worked

7. Click on **Continue Editing** Form. The form automatically expands to show details of the employee such as BUID, Main Assignment, Org. Unit, % time employed, work schedule, Personnel area, Personnel sub-area, Employee group, employee subgroup, base rate amount, salary etc. It also displays estimated accrued unused vacation hours in a non-editable field.

NOTE: *Actual hours on the last day worked may vary from estimated hours shown*

8. **Action Reason** - Select **Retirement** from the drop-down



9. **Attachments -** Upload any back-up documents such as a letter expressing an intent to retire

10. **Comments** – Supply a descriptive comment with useful information to help expedite the workflow approvals

11. Click on **Review** to review your entries.

12. If the data is accurate and there are no errors, click on **Submit.** Track your submission via the **Request Tracker**