




Retirement Form

When to use

Complete a Retirement form when there is a need to formally end an employee's employment with the University *and* the employee is eligible for retirement (age 55 or older with 10 or more years of adjusted service at the University). This form should be used whether the employee is resigning voluntarily or the employee is let go for cause. A Retirement form should be completed in advance of the employee's last day of work, and prior to the [payroll deadline](#), in order to both prevent overpayment and ensure the vacation payout is in the employee's final paycheck.

 **Note:** If the employee is moving to a non-compensated position, or another position within Boston University, do not submit a Retirement form. If you are unsure how to proceed, please contact HR Compensation (hrcomp@bu.edu) for staff employees or the Provost's Office for faculty. For example, if a faculty member obtains an Emeritus rank they are to move into a faculty non-comp position rather than being terminated.

 **Warning:** This form cannot be completed if the employee is not eligible for retirement (age 55 or older with 10 or more years of service at the University). The system will automatically check retirement eligibility and you will receive an error if the employee is not eligible. If the employee is not eligible for retirement, cease processing this form and process the [Termination](#) form instead.

 **Information:** Once the Retirement form is processed, no other forms can be processed for the employee. If the employee will need to move into a temporary overlap position, hold off on processing the Retirement form until the Position Change form completes workflow to move the employee into the temporary overlap position.

Before you begin

Ensure you have a copy of the employee's resignation or retirement letter. You are required to attach this to the form.

If you are retiring a faculty member, you will need to include the date the **Exit Survey** was sent to the faculty member. Contact your Faculty Actions Manager or the Provost's Office to obtain this information.

You will need the following information for all employees:

- Effective date of action
- Action Reason


Incorrect information will result in longer processing times and may cause your form to be returned or rejected.

To prevent late payment to an employee, pay careful attention to the [form deadlines](#) and plan accordingly.

Vacation payout For staff employees who are exempt (monthly paid), the form displays estimated accrued vacation hours as per last day worked entered on the form. The SAP system will calculate and pay the actual accrued vacation hours on the retirement date automatically. The Labor Distribution report (PA15) can give you information about actual payout after the retirement.


For staff employees who are non-exempt (hourly paid), the form does not display accrued vacation hours. In order for a vacation payout to occur, the following must happen:

- Retirement is processed
- Final week of time has been entered and approved
- Time Evaluation has run after final payroll approval

 **Note:** Use transaction PT50 in WebGUI to view vacation balances for exempt and non-exempt employees.

Additional assignments (Faculty only)






Upon retirement of the faculty member's main assignment, all active additional assignments will be terminated as of the effective date. If the additional assignment being terminated is not in the same org unit as the main assignment, an email will automatically be sent to the respective payroll coordinator(s).





 **Note:** If a faculty member has an additional assignment, a popup will appear to confirm the other org units confirmed all appointments should end. If this is not the case, cease processing and confirm with the respective payroll coordinator(s). If the employee needs to remain active on payroll, do not process the Retirement form. Instead, contact HR Information Systems (hrs@bu.edu) and request the additional assignment be changed to the employee's main assignment.







 **References**



- Click [here](#) for the Data Dictionary

Retirement Form: Step-by-Step

Step	Action						
1	<p>Initiate the Retirement form.</p> <p> Warning: Forms must be completed one at a time; do not open multiple forms in multiple tabs.</p> <p> Reference: Initiate a Personnel Administration (PA) Form</p>						
2	<p>Enter the employee's last day in the Retirement Date (Last Day Worked) field in mm/dd/yyyy format. If preferred, click the Calendar Lookup icon to select the effective date of retirement from the calendar.</p> <p> Note: The Retirement Date must reflect the employee's last day working (for example, an employee's Retirement Date cannot be a vacation day).</p>						
3	<p>Click the Continue Editing Form button.</p> <p> Result: Employee information is displayed as of date of intended retirement, the Retirement Date (Last Day Worked) field becomes read only, and additional fields appear depending on the type of employee:</p> <table border="1" data-bbox="289 1081 1133 1491"> <thead> <tr> <th data-bbox="289 1081 553 1134">IF...</th> <th data-bbox="553 1081 1133 1134">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 1134 553 1312">Staff</td> <td data-bbox="553 1134 1133 1312"> <ul style="list-style-type: none"> • Retirement Reason • Accrued Vacation Pay • Attachments • Comments </td> </tr> <tr> <td data-bbox="289 1312 553 1491">Faculty</td> <td data-bbox="553 1312 1133 1491"> <ul style="list-style-type: none"> • Retirement Reason • Exit Survey • Attachments • Comments </td> </tr> </tbody> </table> <p> Note: If you need to edit the effective date, click the Change Effective Date button and return to step 2.</p>	IF...	THEN...	Staff	<ul style="list-style-type: none"> • Retirement Reason • Accrued Vacation Pay • Attachments • Comments 	Faculty	<ul style="list-style-type: none"> • Retirement Reason • Exit Survey • Attachments • Comments
IF...	THEN...						
Staff	<ul style="list-style-type: none"> • Retirement Reason • Accrued Vacation Pay • Attachments • Comments 						
Faculty	<ul style="list-style-type: none"> • Retirement Reason • Exit Survey • Attachments • Comments 						
4	<p>Select the option that best describes the employee's retirement from the Retirement Action Reason dropdown menu.</p>						

Step	Action								
5	<p>Confirm the Employee Information as of (date) is as anticipated.</p> <table border="1" data-bbox="289 331 1174 688"> <thead> <tr> <th data-bbox="289 331 751 384">IF...</th> <th data-bbox="751 331 1174 384">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 384 751 474">The information is accurate <u>AND</u> a staff member is retiring</td> <td data-bbox="751 384 1174 474">Proceed to step 9</td> </tr> <tr> <td data-bbox="289 474 751 564">The information is accurate <u>AND</u> a faculty member is retiring</td> <td data-bbox="751 474 1174 564">Proceed to the next step</td> </tr> <tr> <td data-bbox="289 564 751 688">The information is not accurate</td> <td data-bbox="751 564 1174 688">Cease processing and contact HR Information Systems (hrrsys@bu.edu)</td> </tr> </tbody> </table>	IF...	THEN...	The information is accurate <u>AND</u> a staff member is retiring	Proceed to step 9	The information is accurate <u>AND</u> a faculty member is retiring	Proceed to the next step	The information is not accurate	Cease processing and contact HR Information Systems (hrrsys@bu.edu)
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The information is accurate <u>AND</u> a faculty member is retiring	Proceed to the next step								
The information is not accurate	Cease processing and contact HR Information Systems (hrrsys@bu.edu)								
6	<p> Note: This section will only appear for faculty; this will not appear for staff. If you are terminating a staff member, skip to Step 9.</p> <p>Additional Assignment Pop Up (Faculty with CE Assignments) If a faculty member has an additional assignment, a popup will appear to confirm the other org units confirmed all appointments should end. If the answer is “No” the form will close and you will need to reach out to the other payroll coordinator(s) to confirm retirement of the CE assignment(s).</p> <p> Warning: If the employee needs to remain active on payroll, do not process the Retirement form. Instead, contact HR Information Systems (hrrsys@bu.edu) and request the additional assignment be changed to the employee’s main assignment.</p>								
7	<p> Note: This section will only appear for faculty; this will not appear for staff. If you are retiring a staff member, skip to Step 9.</p> <p>In the Exit Survey section, select Yes or No to indicate whether the exit survey has been sent. Contact your Faculty Actions Manager or the Provost’s Office to obtain this information. They will also provide you with the applicable date if the answer is Yes.</p>								
8	<p> Note: This section will only appear for faculty; this will not appear for staff. If you are retiring a staff member, skip to Step 9.</p> <p>In the Exit Survey section, enter the Job Location After Term date. Contact your Faculty Actions Manager or the Provost’s Office for assistance.</p>								

Step	Action						
9	<p>Upload any relevant documentation in the Attachments section of the form. Please refer to the matrix if you need assistance determining what is required for attachments.</p> <p> Note: The employee’s retirement letter is required</p> <table border="1" data-bbox="284 432 1227 592"> <thead> <tr> <th data-bbox="284 432 750 485">IF...</th> <th data-bbox="750 432 1227 485">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 485 750 537">There are documents to attach</td> <td data-bbox="750 485 1227 537">Proceed to the next step</td> </tr> <tr> <td data-bbox="284 537 750 592">There are no documents to attach</td> <td data-bbox="750 537 1227 592">Proceed to Step 16</td> </tr> </tbody> </table> <p> Warning: do not include attachments containing sensitive information such as social security number, date of birth, etc.</p>	IF...	THEN...	There are documents to attach	Proceed to the next step	There are no documents to attach	Proceed to Step 16
IF...	THEN...						
There are documents to attach	Proceed to the next step						
There are no documents to attach	Proceed to Step 16						
10	<p>Click the Browse button in the Attachments section.</p> <p> Result: The Open window appears.</p>						
11	<p>Navigate to the appropriate file on your computer.</p>						
12	<p>Click the title of the file.</p>						
13	<p>Click the Open button.</p> <p> Result: The filename appears in the Select File: field.</p>						
14	<p>Click the Attach File button.</p> <p> Result: The file now appears in the Attachments table.</p>						
15	<p>Repeat steps 10-14 for each attachment.</p>						
16	<p>Enter additional information in the Comments section for both future reference and to provide additional details to the approvers. This may include comments related to discussions with the manager, employee, etc.</p>						
17	<p>Click the Review button at the bottom of the page. This will check for errors on the form.</p> <p> Result: Error messages appear at the top of the form.</p>						
18	<p>Review the form for accuracy.</p>						

Step	Action	
19	IF the form...	THEN...
	Is accurate	Click the Submit button
	Requires updates	<ul style="list-style-type: none"> • Click the Back button • Make any necessary updates • Return to step 17
	<p> Result: The form is submitted for approval via workflow. You can track the form progress through Request Tracker. You will receive an email notification when the form is approved.</p> <p> Warning: Being able to submit the form does not mean the action is error free. A crash will show in the Request Tracker with the current agent “SAP” and a status of “Correction”. If an error exists, the form will crash and HR Information Systems will receive an automatic notification (ticket). No action is required on the part of the initiator; HRIS will follow up if additional information is needed. HR Information Systems will resolve the issue as soon as possible. Payroll critical items are handled first.</p>	