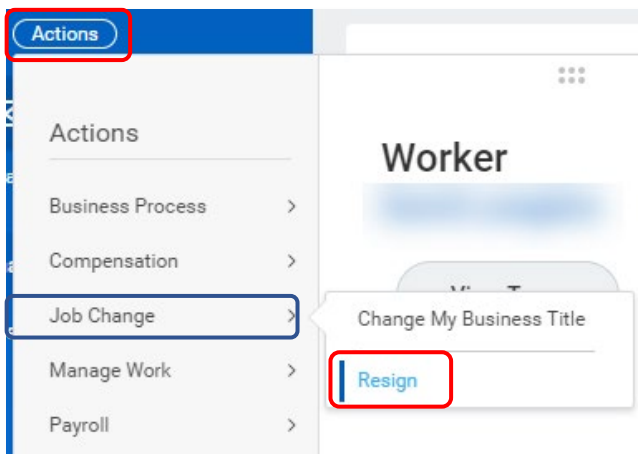


After you have made the decision to retire, and a discussion has taken place with your supervisor or P&C Business Partner, you will need to log into Workday and initiate your retirement request.

Navigate to your *Profile*.



Select *Actions, Job Change, Resign*.



The Submit Resignation screen will appear. This screen is where you will add all the relevant information for you.

As part of the Retirement process, you will be required to attach a letter confirming the details of your retirement. Please ensure the letter includes the date you wish to finish at Flinders University.

Add in your Proposed Termination Date

Select your Primary Reason as Voluntary, Worker Resignation > Voluntary > Retirement

Enter your comment around retirement.

**Submit Resignation**

Proposed Termination Date \* DD / MM / YYYY

Primary Reason \* Voluntary

Secondary Reasons

enter your comment

Search  
Voluntary

Search  
← Voluntary  
 Worker Resignation > Voluntary > Resignation  
 Worker Resignation > Voluntary > Retirement

Attach your retirement notification letter. Select *Category, Retiree*

**Attachments**

Drop files here  
or  
Select files

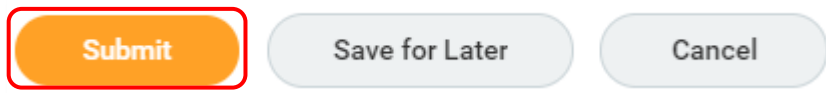
**Attachments**

DOC Test.docx  
Description

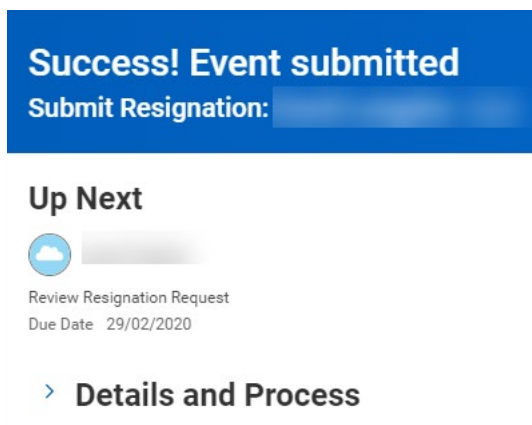
Category \* Retiree

Secondary  
Time Off

*Submit* your request or save for later and pick it up from your inbox when ready to proceed.



The *Success! Event submitted* screen will appear and will state the Up Next process is with your supervisor to *Review Resignation Request*.



Your supervisor will receive an action in their Workday inbox. Your retirement request will be considered accepted by the University once you receive an approval notification from your supervisor. People and Culture will also receive an action to finalise the termination process, including any payments of entitlements.