Instructions for Completing the FAS Retirement Form

The following instructions are provided as a guide to completing the Faculty/Academic Staff Retirement Request Form.

The “employee” must complete and submit their own retirement form through EBS. It is suggested that the Retirement Request Form be submitted at least 90 days prior to the official retirement date.

- Select the EBS Login
- Select the Employee Self Service (ESS) tab.
- Select the Benefits link.
- Scroll to the bottom of the Benefits page and select the University Retirement Request Form link. The form will open with some of the fields pre-populated.

Required Sections on the form:
- Retirement Effective Date: this will be your official retirement date. Please use the drop box to select your date or enter the date in mm/dd/yyyy format. Note: An Academic Year (AY) appointment usually results in an official retirement date of May 16.
- Retirement Acknowledgement Box: check this box. You are acknowledging that you have only 7 days to revoke (cancel) your retirement request.

Optional Sections on the form:
- Consultantship Request: if eligible for a terminal consultancy year, complete the dates requested. Dates should be entered in mm/dd/yyyy format. Additional documentation, as defined on the Retirement Request Form, is required to be attached to the form.
- Special Circumstances: check only if you have the special circumstance that applies to your retirement request. Additional documentation will be required. A Leave to Retirement requires your department to complete a Leave of Absence form in EBS.
- New Comments: this area is for employees to note additional information or concerns.

Print Your Complete Form Before Submitting it. Use the F8 key to activate a new menu bar that includes a printer option. We suggest printing two copies of your form; one for yourself and one for your department.

To Submit Your Form: select the Check and Send button at the top of the screen. Then select the Send button to complete.

If you are not ready to submit your form, you may select the Save Draft button at the top of the screen. To retrieve your Draft form within EBS, select your Home tab, then the Tasks tab under HR-Payroll Inbox.

Please note: To add attachments to your Retirement Request Form use the Attachment and Help Lookup bar located at the top of the form. Do not use the paperclip attachment on the side of the form.

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