The following instructions are provided as a guide to completing the Support 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 fields pre-populated.

**Required Sections on the form** (all employees must complete)

- **My Last Day Actively at Work**: this should be the last day you are physically going into your work place. Please use the drop box to select the date or enter the date in mm/dd/yyyy format.
- **Vacation Box**: select the one box that applies to how you elect to be compensated for your vacation quotas. Any vacation quotas used prior to your retirement effective date need to be reported by your department in the EBS Time Management section. All vacation quotas not taken will be paid in a lump sum payment.
- **Retirement Effective Date**: this will be your official retirement date. Please do not omit dates when calculating. All calendar dates are eligible, including weekends. Please use the drop box to select the date or enter the date in mm/dd/yyyy format.

**Optional Sections on the form**

- **Retirement Acknowledgement Box**: check this box. You are acknowledging that you have only 7 days to revoke (cancel) your retirement request.

**Print Your Completed 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 form. Do not use the paperclip attachment on the side of the form.