



Employee Initiates Voluntary Termination for Retirement

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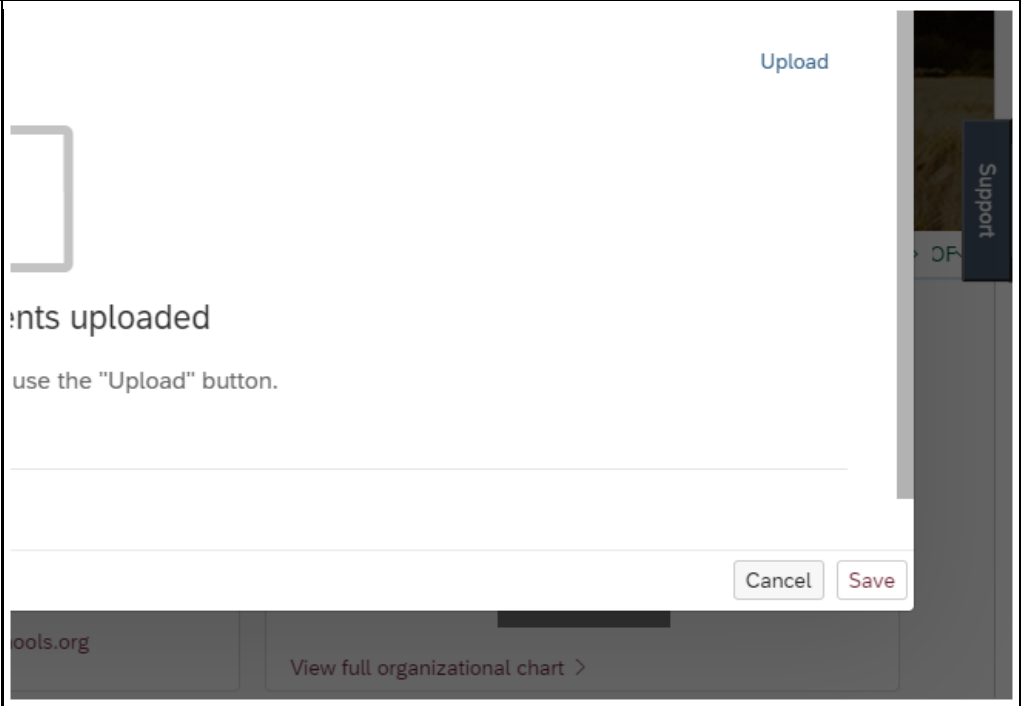
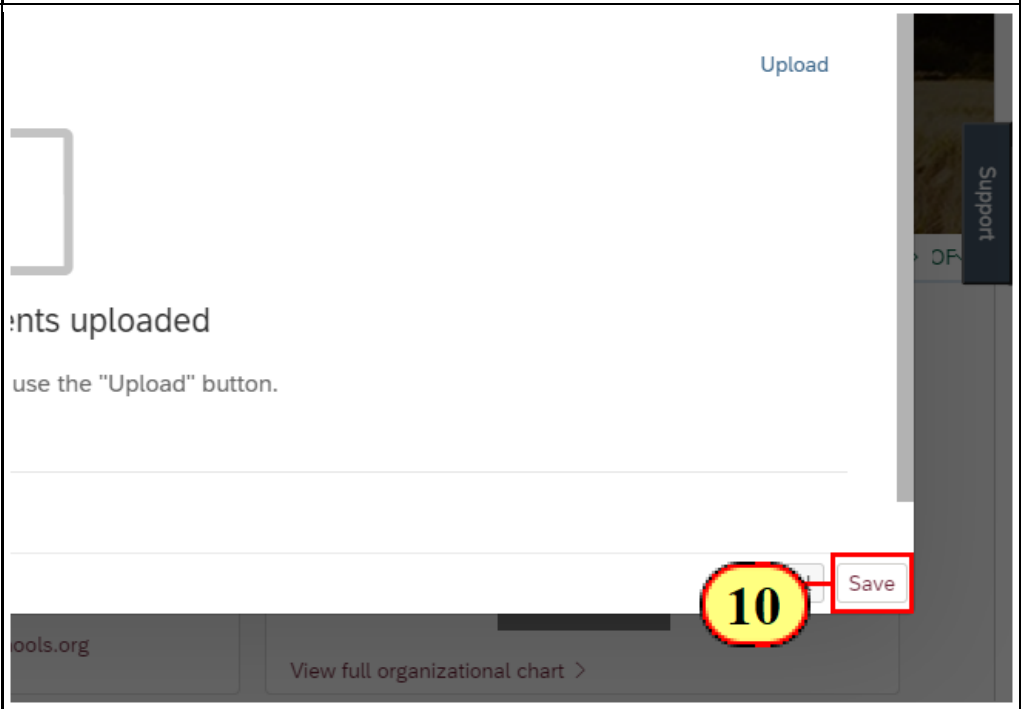
1. In this Business Scenario, you will learn how to initiate a voluntary termination for a retirement employee using SuccessFactors Atlas Talent powered by SuccessFactors.

Explanation	Screenshot
<p>2. Home is selected.</p>	
<p>3. My Employee File is selected.</p>	

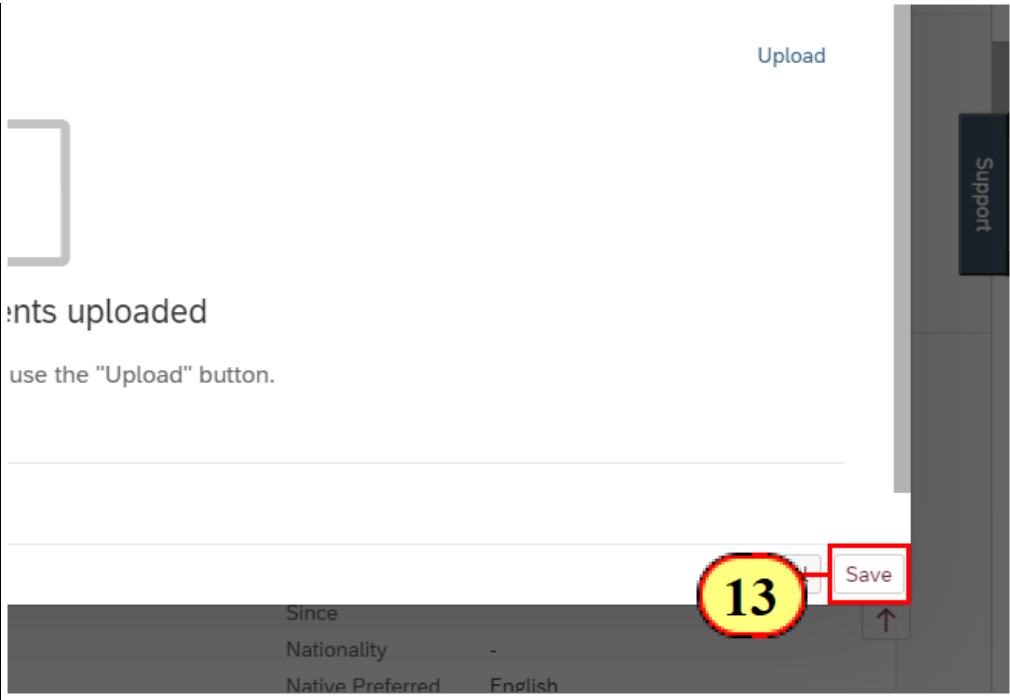
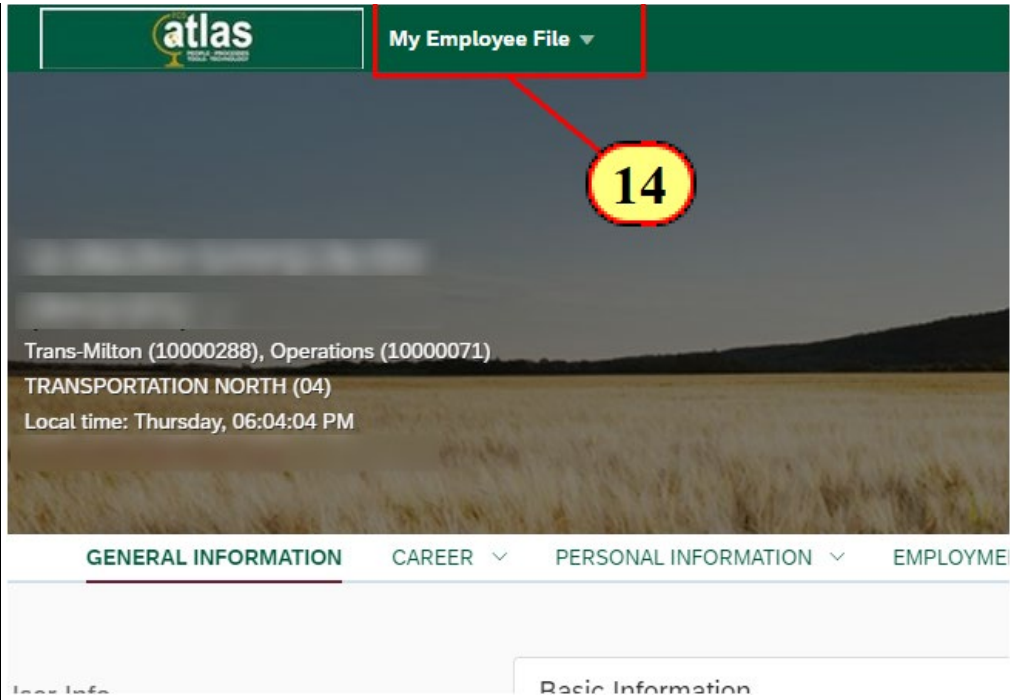
Explanation	Screenshot
<p>4. Actions is selected.</p>	
<p>5. Terminate is selected.</p>	

Explanation	Screenshot
<p>6. Termination Date is the effective date from when the employee will not work at FCS any longer.</p> <p>The Calendar is selected.</p>	
<p>7. Use the calendar to select the appropriate termination date.</p> <p>September 30, 2021 is selected.</p>	

Explanation	Screenshot
<p>8. The Termination Reason describes the reason for separation from FCS.</p> <p>The Termination Reason drop-down arrow is selected to display a list of choices.</p>	<p>The screenshot shows the 'Terminate' form with a 'Termination Reason' dropdown menu set to 'No Selection'. A red box highlights the dropdown arrow, and a yellow circle with the number 8 points to it. Below the form, there is a file upload area with the text 'No attachments uploaded' and 'Drop files to upload, or use the "Upload" button.'</p>
<p>9. Select Termination based on Retirement Plan you are retiring under.</p> <ul style="list-style-type: none"> • Employees Retiring under Fulton Pension plan select Voluntary - Pension • Employees Retiring under TRS select Voluntary - TRS only • Employees Retiring under Both plans select Voluntary - Pension and TRS 	<p>The screenshot shows the 'Terminate' form with the 'Termination Reason' dropdown menu open. A red box highlights the list of options, and a yellow circle with the number 9 points to it. The options listed are: 'Voluntary - Resign: personal/other/unknown (TERPEROTR)', 'Voluntary - Resign: relocation (TERRELO)', 'Voluntary - Retiree: Disability (TERDISRET)', 'Voluntary - Retiree: Pension and TRS (TERBOTHRET)', 'Voluntary - Retiree: Pension only (TERPENRET)', and 'Voluntary - Retiree: TRS only (TERTRSRET)'. Below the form, there is a file upload area with the text 'To upload files, drop them here or use the "Upload" button.'</p>

Explanation	Screenshot
<p> Last Date Worked field is the last working day at the organization.</p>	 <p>Documents uploaded</p> <p>Use the "Upload" button.</p> <p>Cancel Save</p> <p>tools.org View full organizational chart ></p>
<p>10. To save the updates and submit the request Save is selected.</p>	 <p>Documents uploaded</p> <p>Use the "Upload" button.</p> <p>10 Save</p> <p>tools.org View full organizational chart ></p>

Explanation	Screenshot
<p>11. The Show Workflow Participants Link can be used to verify the approvers of the request.</p> <p>The required value is entered in the Submitting Voluntary - Pension Retiree request field.</p>	
<p>12. Confirm is selected.</p>	

Explanation	Screenshot
<p>13. Save is selected.</p>	
<p>14. The workflow has been sent to the first workflow participant, in this scenario it is Retirement Services.</p> <p>My Employee File is selected.</p>	

Explanation	Screenshot
<p>15. Home is selected.</p>	
<p>The employee has successfully initiated the voluntary termination for a retirement employee.</p> <p>Retirement Services will receive a notification to approve the Termination and to verify eligibility for retirement.</p> <p>16. In this Business Scenario, you have learned how to initiate a voluntary termination for a retirement employee using SuccessFactors Atlas Talent powered by SuccessFactors.</p>	