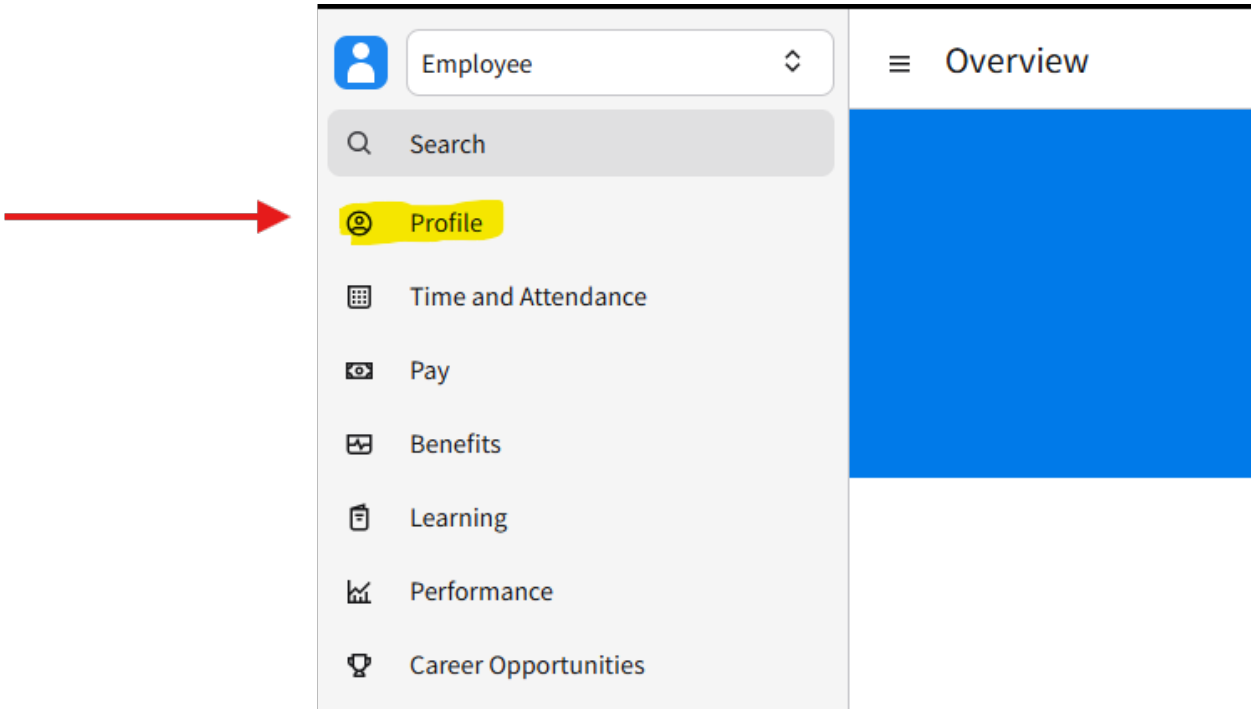
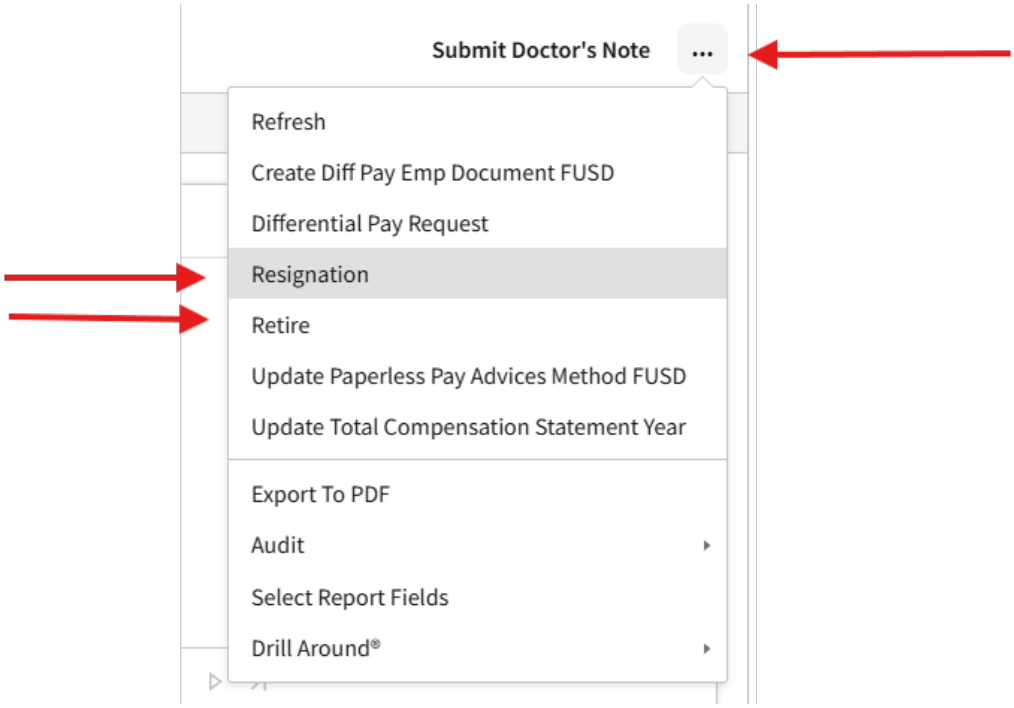
Resignation/Retirement Instructions

1. Login to INFOR by clicking on the following link: https://go.fresnou.org/infor
2. Click on the **Profile** tab under the Employee section.



3. Click on the ellipses (three dots) on the top right side of the screen to select the Resignation or Retire option and complete the form as required.



Important Information

- If you are retiring, it is important to reach out to your pension provider prior to completing and submitting your retirement.
    - STRS: WWW.CALSTRS.COM / 1-800-228-5453
    - PERS: WWW.CALPERS.CA.GOV / 1-888-225-7377

- Employees retiring/resigning early will have their sick and/or vacation balances adjusted for the unearned hours. If there is a vacation balance after the term adjustment is processed, then this will be paid out to the employee with their final payout. Sick time does not qualify for a payout.

- If you are planning to work during summer, please set your retirement/resignation date for after the end of your summer school contract.

- You are responsible to turn in any **computers, phones, technology devices, keys, ID Badges, security items, and/or confidential information** to your supervisor no later than your last date of employment.

- You **will not have access to your computer, files, or other resources on the device or cloud** locations after your last day of work - exceptions will not be considered.