

EMERITUS REQUEST

Select My Client Groups

Select Show More

Select Change Assignment

Search for Employee Record

1. If faculty member is not terminated yet, you can pull up by name

2. If faculty member is already terminated:

- a. Do not type in name – click on **Advanced Search**
- b. Scroll down to Assignment Status and check Inactive:

Assignment Status

- ☐ Active
- ☒ Inactive

- c. Go back to top and type in faculty members name, click the corresponding magnifying glass?
- d. Click on appropriate person

Action Details – When and Why

When does the assignment change start: **Date immediately after retirement/termination date**

What's the way to change the assignment: **Existing Faculty Details Update**

Why are you changing the assignment: **Emeritus Status**

Continue

Assignment Section

Nothing needs changed in this section

Additional Assignment Information

Faculty Details

1. Select the pencil (edit) to update current record
2. Enter **END DATE ONLY (this will be the day of termination)** this will end/close the current record
3. Click OK
4. Select **ADD** (right corner) to enter new record
5. Enter new start date (do not enter END DATE here)
 - a. **NOTE:** the new start date will be the date after termination
6. Reenter all information from previous record **not changing any fields including contract dates except the Emeritus field** – change to YES

Click OK

Continue

Include required attachments

Submit

REQUIRED ATTACHMENTS NEEDED

1. Chair letter
2. Current CV