

## How Do I Submit a Retirement Request for My Employee?

### Navigation

Follow this procedure if you want to request retirement for an employee. This will submit a request to begin retirement procedures for the employee.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request retirement for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Retirement Request**.
6. On the **Submit Retirement Request** page, verify the employee you wish to request retirement for is listed.
7. Select or enter the requested **Retirement Date**. This date is the first date of retirement for the employee.
8. Use the **Reason** dropdown to indicate the type of retirement for this employee.
9. Click **Next** in the upper right corner.
10. Enter **Comments** regarding the retirement request.
11. Click the **Submit** button.
12. On the confirmation page, you will see your pending request as well as the next approver in the chain.

