



## Employee Initiates Voluntary Termination for Retirement

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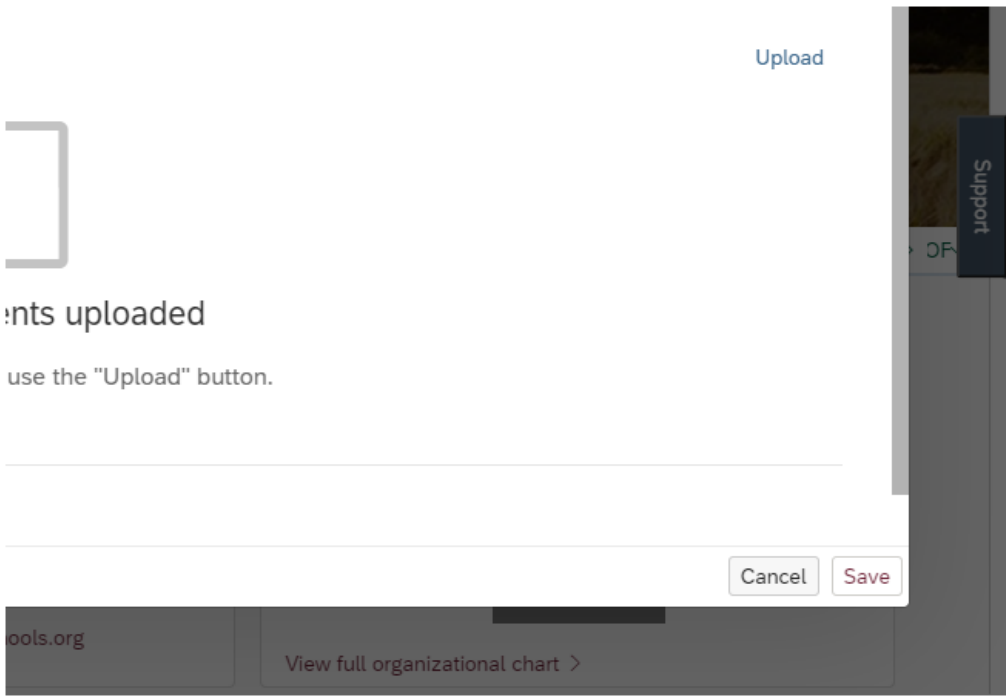
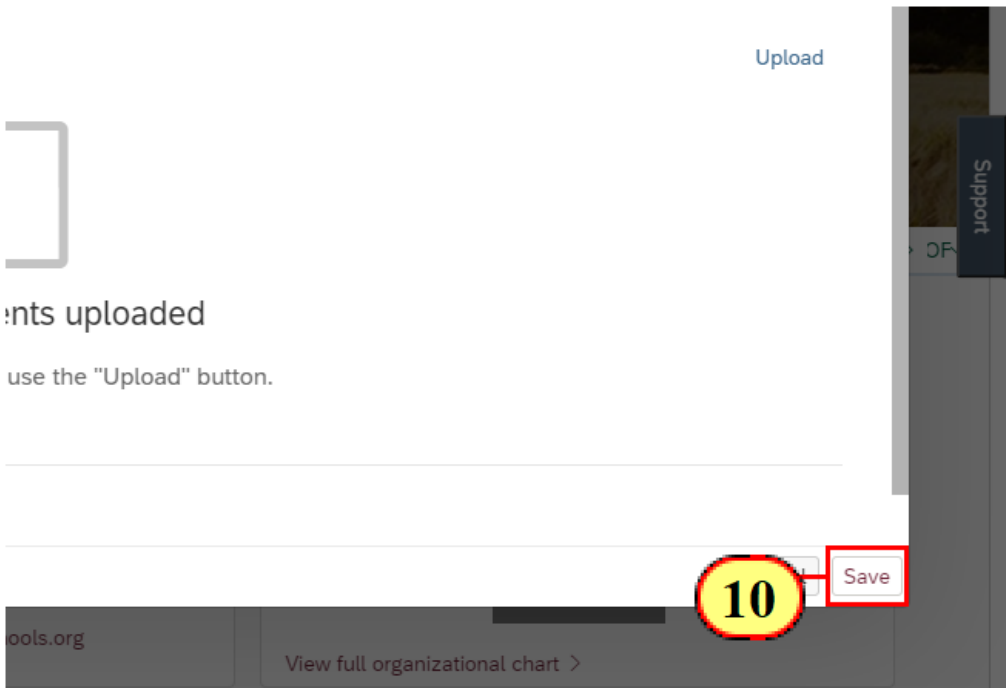
1. In this Business Scenario, you will learn how to initiate a voluntary termination for a retirement employee using SuccessFactors Atlas Talent powered by SuccessFactors.

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

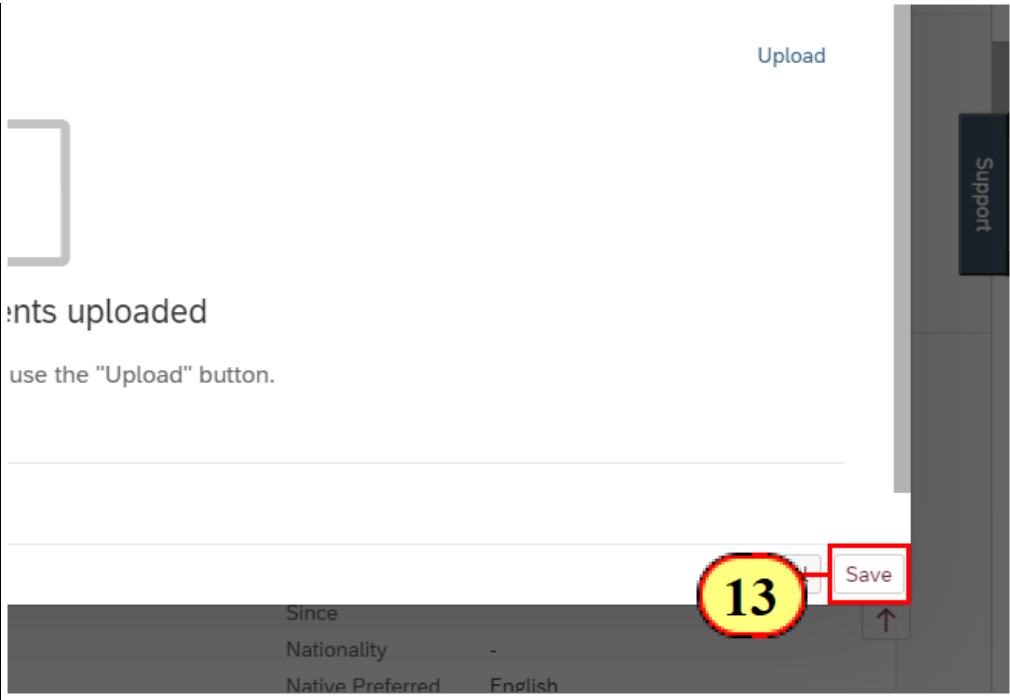
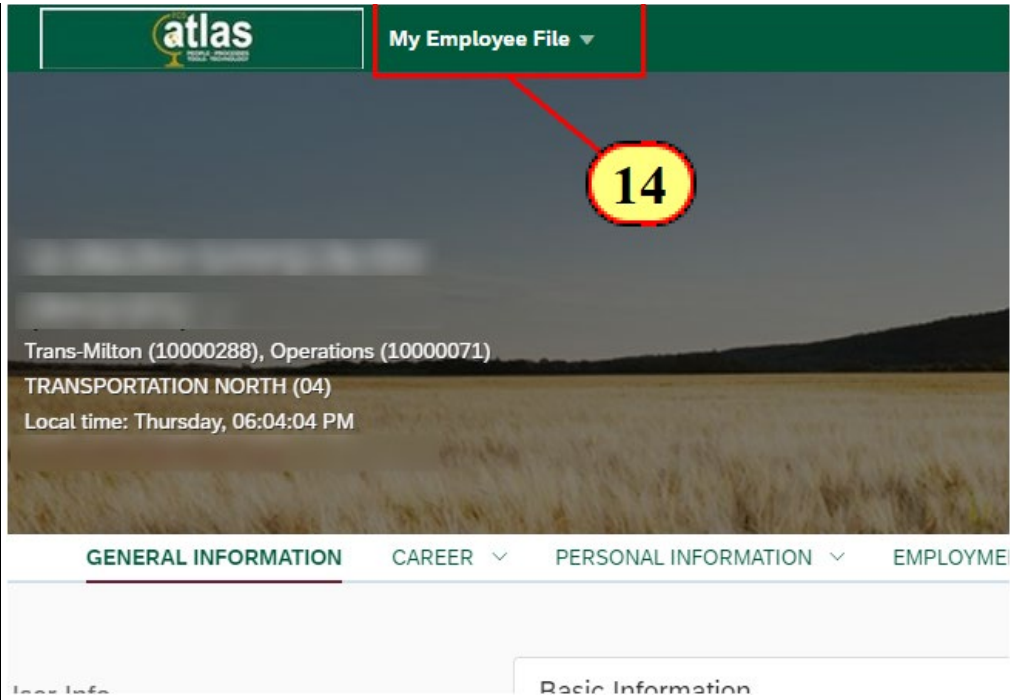
Explanation	Screenshot
<p>4. <b>Actions</b> is selected.</p>	
<p>5. <b>Terminate</b> is selected.</p>	

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

Explanation	Screenshot
<p>8. The Termination Reason describes the reason for separation from FCS.</p> <p>The <b>Termination Reason</b> drop-down arrow is selected to display a list of choices.</p>	<p>The screenshot shows the 'Terminate' form with the 'Termination Reason' dropdown menu open. A red box highlights the dropdown arrow, and a yellow circle with the number 8 points to it. The form includes fields for 'Termination Reason*' (currently 'No Selection'), 'Last Date Worked' (Sep 30, 2021), and an 'Attachments' section with the text 'No attachments uploaded' and 'Drop files to upload, or use the "Upload" button.'</p>
<p>9. <b>Voluntary - Pension Retiree (TERPENRET)</b> is selected.</p>	<p>The screenshot shows the 'Terminate' form with the 'Termination Reason' dropdown menu open. The option 'Voluntary - Pension Retiree (TERPENRET)' is selected and highlighted with a red box. A yellow circle with the number 9 points to the selected option. The form includes fields for 'Termination Date*' (Sep 30, 2021), 'Termination Reason*' (No Selection), and 'Last Date Worked' (Sep 30, 2021). The 'Attachments' section shows '1 attachments uploaded' and 'Drop files to upload, or use the "Upload" button'.</p>

Explanation	Screenshot
<p> Last Date Worked field is the last working day at the organization.</p>	 <p>The screenshot shows a form with a large empty text area. At the top right is an 'Upload' button. At the bottom right are 'Cancel' and 'Save' buttons. The text 'Documents uploaded' and 'Use the "Upload" button.' is visible. A dark sidebar on the right contains a 'Support' button. The footer shows 'tools.org' and 'View full organizational chart &gt;'.</p>
<p>10. To save the updates and submit the request <b>Save</b> is selected.</p>	 <p>This screenshot is identical to the one above, but with a red rectangular box around the 'Save' button and a yellow circle with the number '10' next to it, highlighting the step.</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 <b>Submitting Voluntary - Pension Retiree request</b> field.</p>	
<p>12. <b>Confirm</b> is selected.</p>	

Explanation	Screenshot
<p>13. <b>Save</b> is selected.</p>	 <p>Upload</p> <p>Documents uploaded</p> <p>Use the "Upload" button.</p> <p>Save</p> <p>13</p> <p>Since Nationality - Native Preferred English</p>
<p>14. The workflow has been sent to the first workflow participant, in this scenario it is Retirement Services.</p> <p><b>My Employee File</b> is selected.</p>	 <p>atlas</p> <p>My Employee File ▾</p> <p>14</p> <p>Trans-Milton (10000288), Operations (10000071) TRANSPORTATION NORTH (04) Local time: Thursday, 06:04:04 PM</p> <p>GENERAL INFORMATION CAREER ▾ PERSONAL INFORMATION ▾ EMPLOYEE</p> <p>Basic Information</p>



Explanation	Screenshot
<p>15. <b>Home</b> 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>	