

Retiree Partners can remove the retirement status from a retired employee that is rehired.

## REMOVE RETIREE STATUS FOR WORKER

From the home page:

1. Type Remove Retiree Status task in the search bar.
2. Type the retiree's name in the employee name field.
3. Click Ok.
4. Enter Effective Date.
5. Select the Reason for removing the retiree status from the drop-down list.

← Remove Retiree Status  
John Demastus (Retired) (B12638) Actions

Retirement Date 01/06/2004  
Effective Date \* MM / DD / YYYY   
Reason \*   
Retiree Organization Employee Retirement System (ERS)

History 1 item

Effective Date	Action History	Entry Date
01/06/2004	Add Retiree Status: John Demastus (Retired) (B12638)	08/18/2020 12:30:22.802 PM

enter your comment

Attachments

6. If applicable, attach any necessary documents by uploading the attachment in Workday.
7. Click Submit.
8. Click Done.

## STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please email [Workday.Baltimorecity.gov](mailto:Workday.Baltimorecity.gov).