ADD RETIREE STATUS FOR WORKER

Retiree Partners can change an employee's status to retired after an employee has been terminated in Workday.

Note: If the terminated employee does not display, you will need to click on All of Workday under Categories at the bottom of the page.

From the home page:

1. Type the terminated employee's name in the search field.
2. Click on the Actions button under the employee's name.
3. Click on Retirement > Add Retiree Status. The Add Retiree Status page displays.
4. Enter an Effective Date at least one day after the termination date.
5. Select a Retirement Reason from the drop-down list.
6. Select a Retiree Organization from the drop-down list.

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

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please email Workday.Baltimorecity.gov.