



Miami-Dade County

Submit Retirement and Voluntary/Involuntary Separation (DPR) Job Aid

Version 1.0

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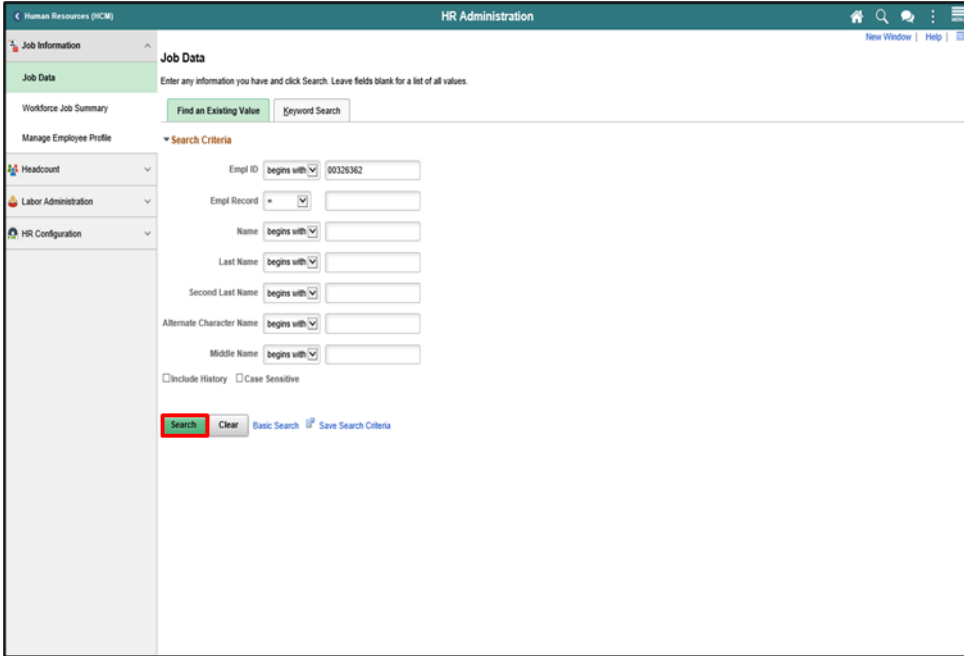
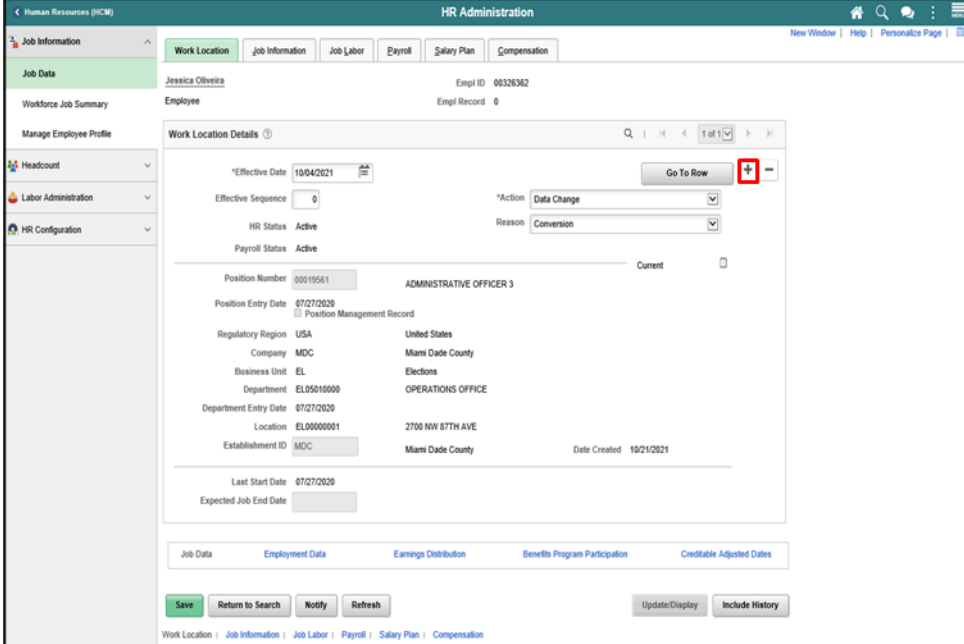
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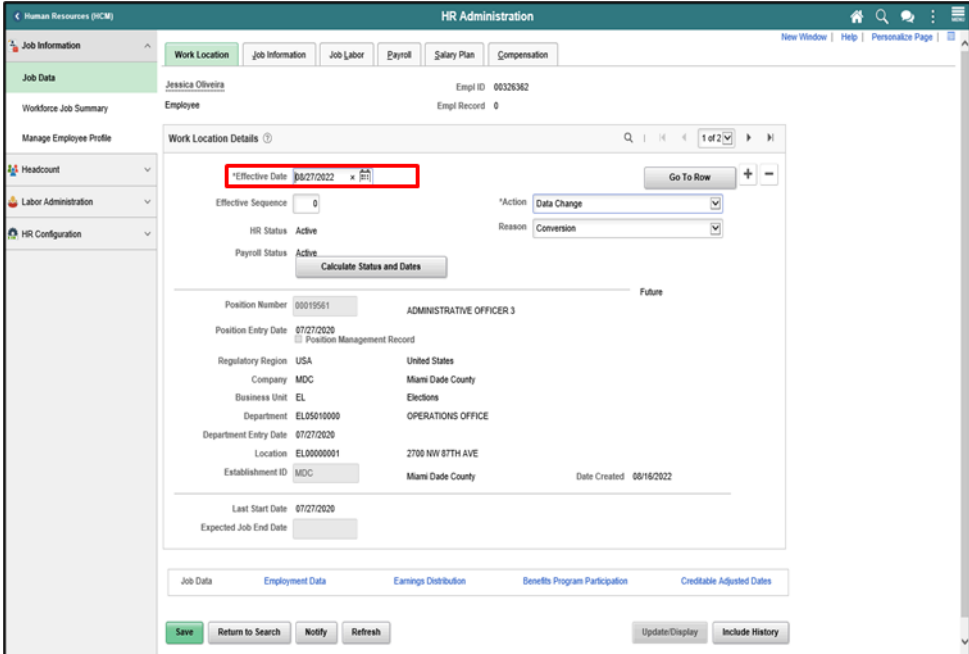
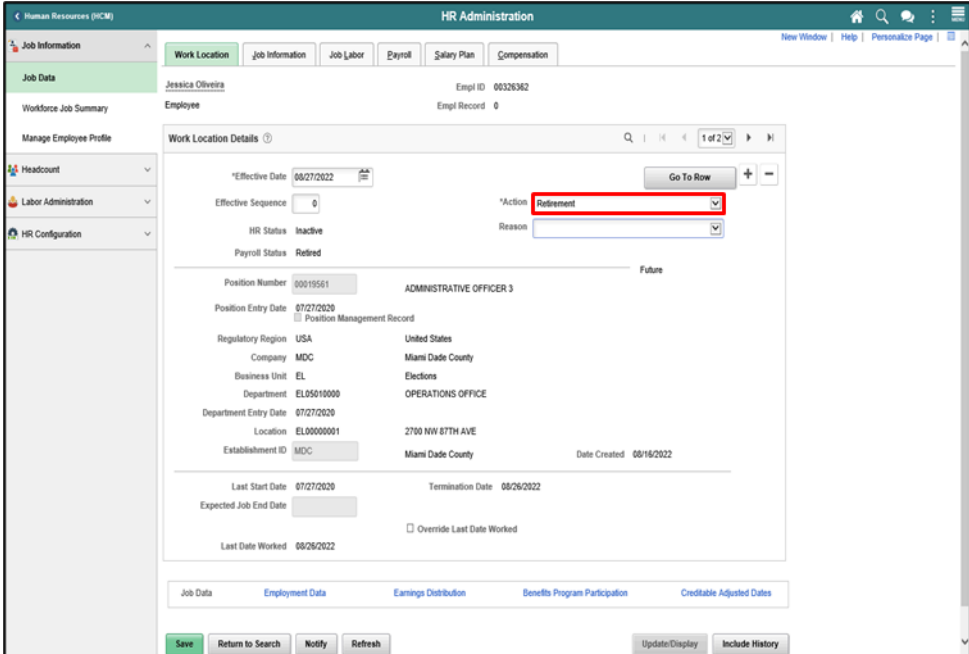
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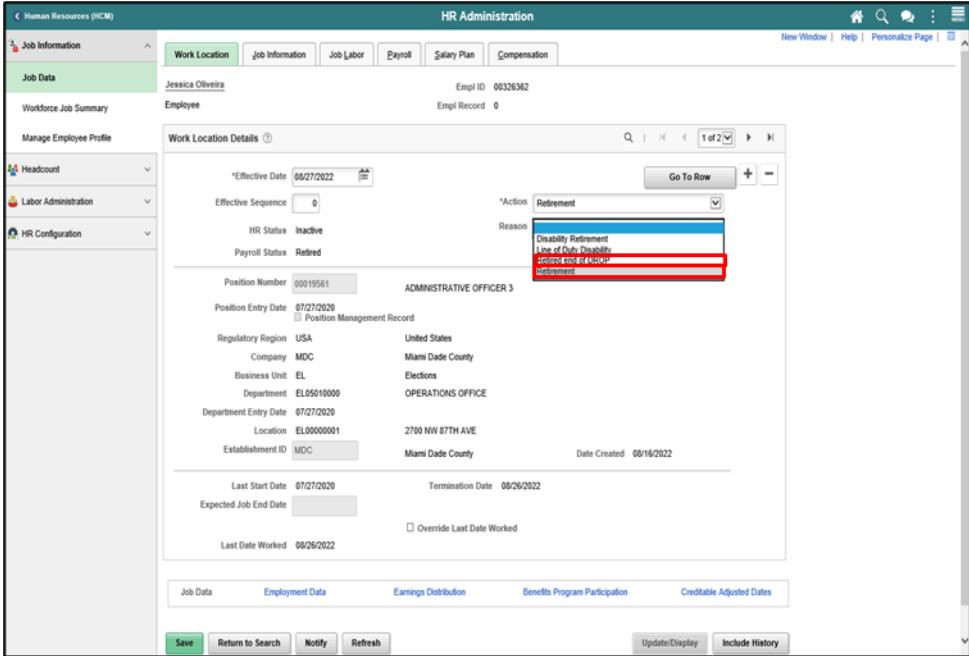
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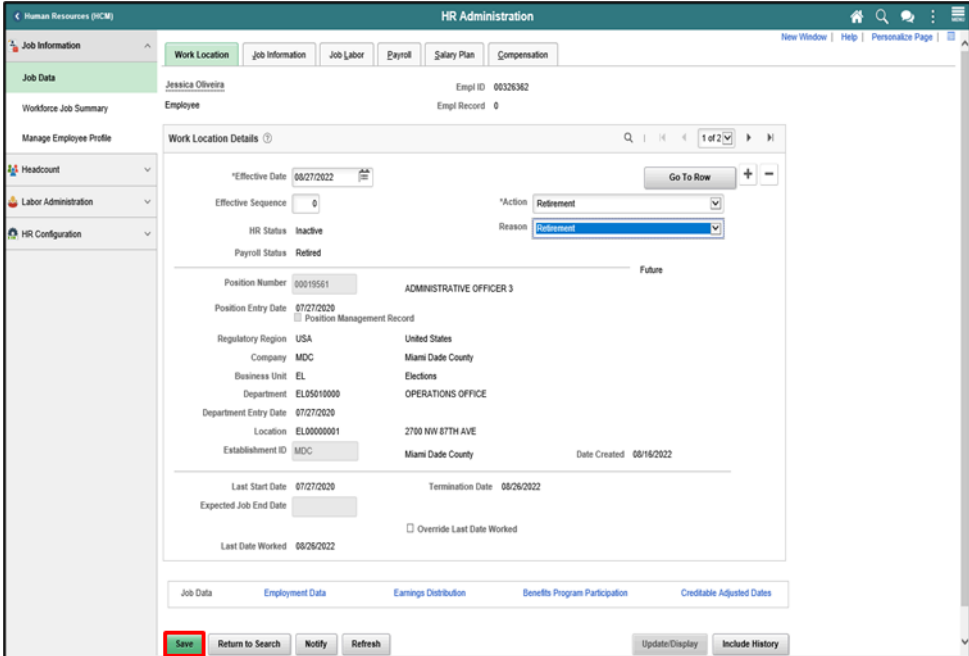
This document explains the key activities involved in submitting retirement and voluntary/involuntary separation requests as a DPR. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

SUBMIT RETIREMENT AND VOLUNTARY/INVOLUNTARY SEPARATION

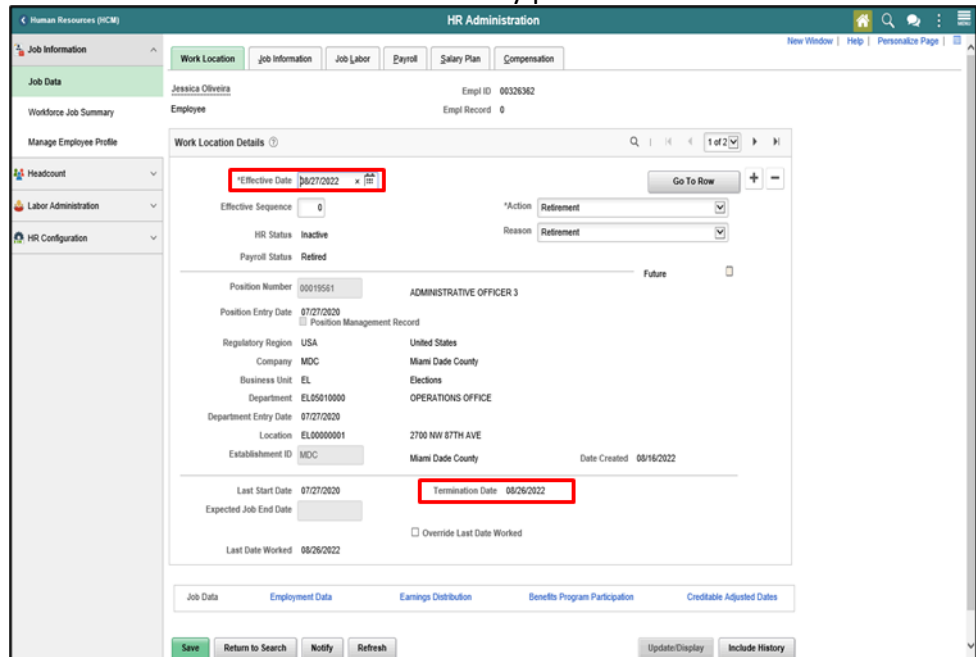
Step	Action
1.	Navigate to Human Resources (HCM) > HR Administration
2.	<p>Enter applicable search parameters. Select the Search button.</p>  <p>The screenshot shows the 'Job Data' search page in HR Administration. It includes a search criteria section with fields for Empl ID, Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, and Middle Name. Each field has a dropdown menu set to 'begins with'. There are also checkboxes for 'Include History' and 'Case Sensitive'. A red box highlights the 'Search' button at the bottom left of the search criteria section.</p>
3.	<p>Select the Add a new row at row 1 button.</p>  <p>The screenshot shows the 'Work Location Details' for employee Jessica Oliveira. It displays various fields such as Effective Date (10/04/2021), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Position Number (00019561), Position Entry Date (07/27/2020), and Department (OPERATIONS OFFICE). A 'Go To Row' button with a '+' icon is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.</p>

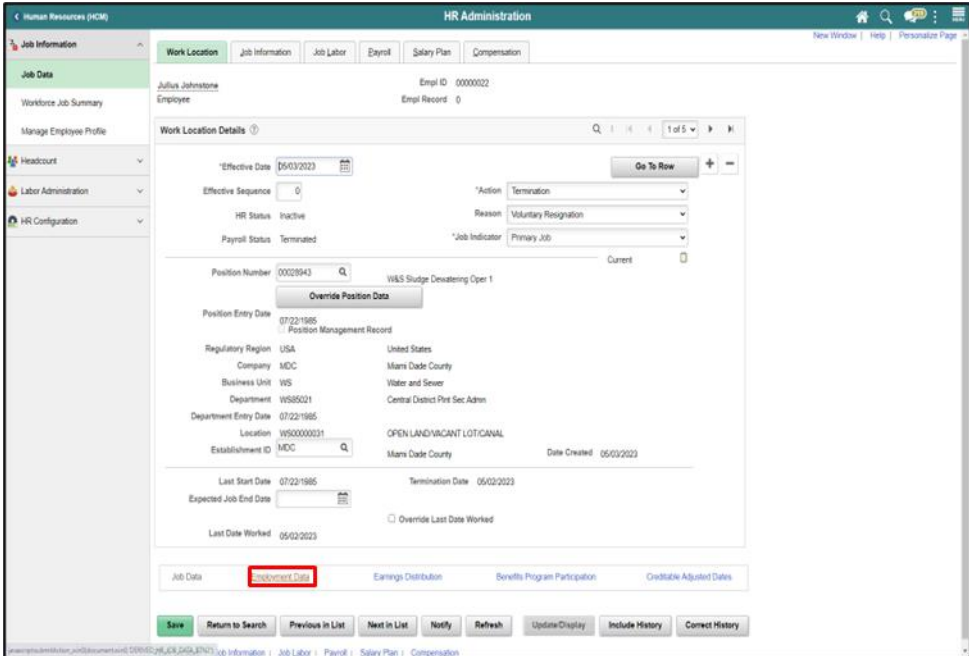
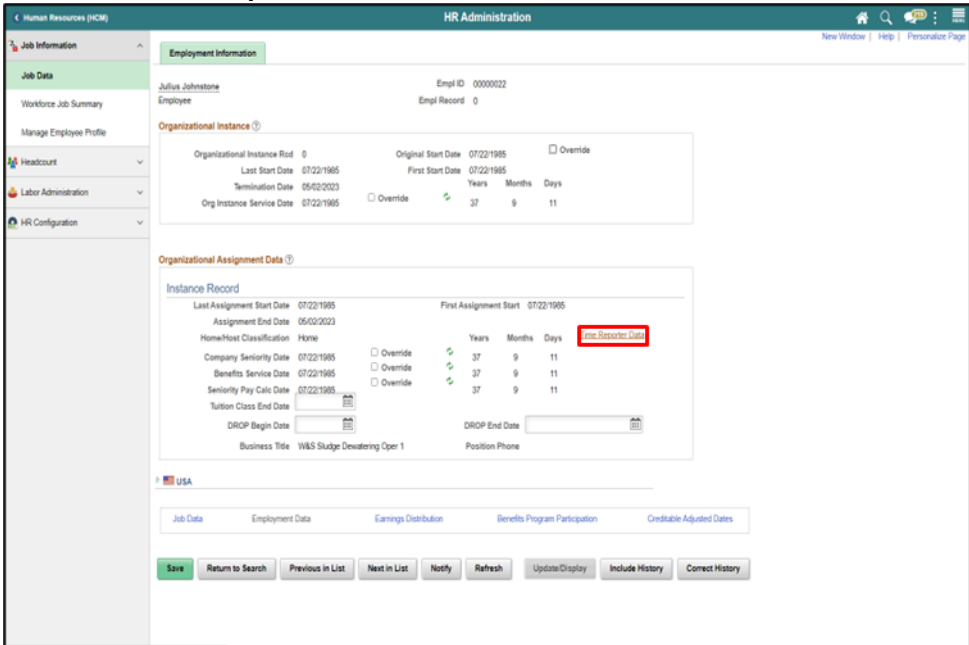
Step	Action
4.	<p>Enter the applicable Effective Date. Note: The Effective Date for terminations must be one day after the employee's last day.</p> 
5.	<p>Select Retirement or Termination from the Reason list.</p> 

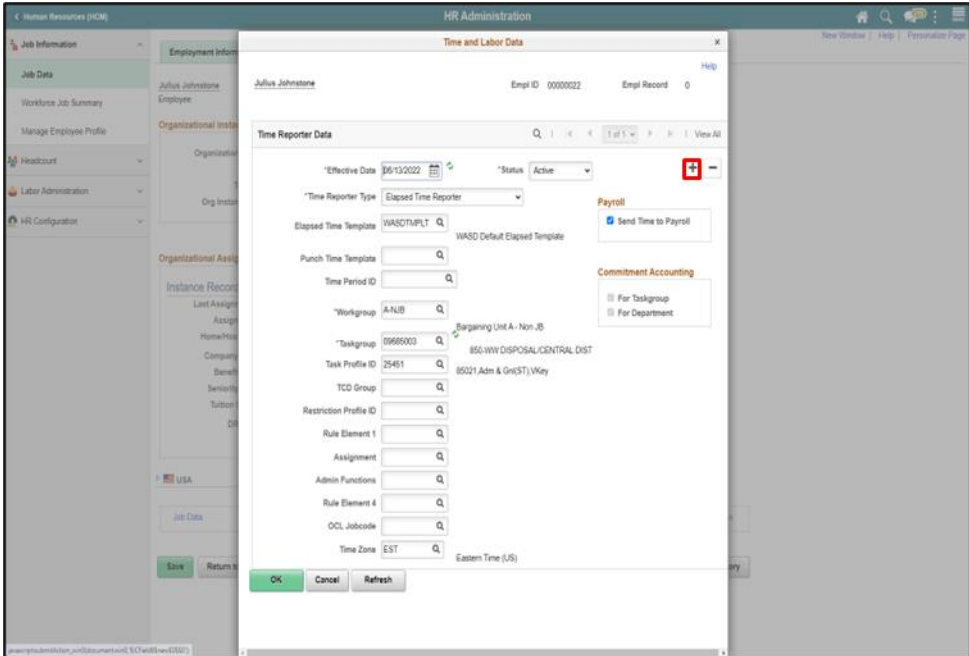
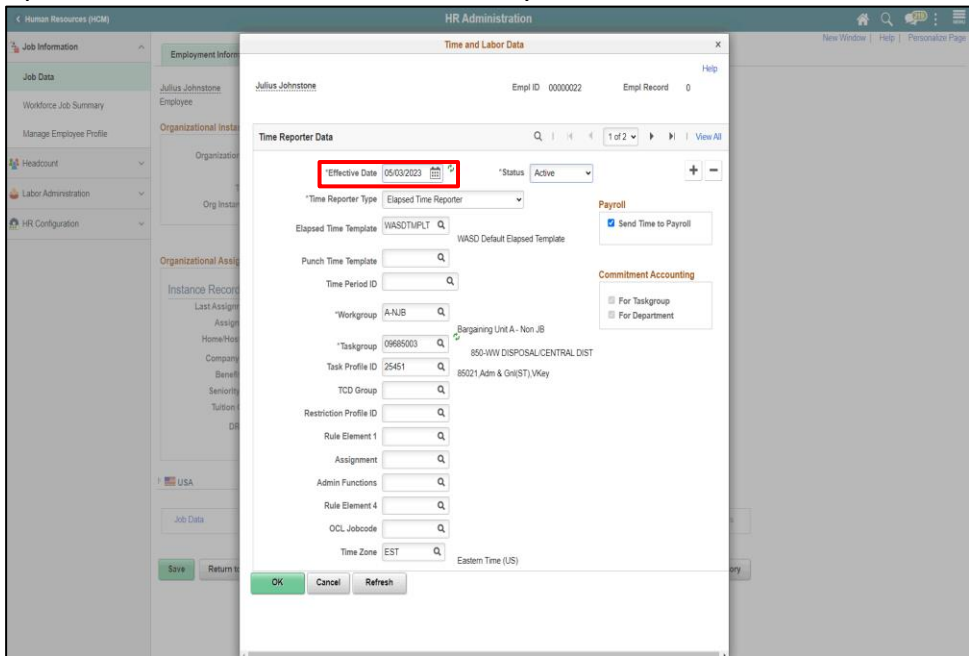
Step	Action
6.	<p>If the Action selected was Retirement, select the applicable retirement Reason from the list, such as Retirement or Retried end of DROP. Note: The initiation of DROP is done through Central HR.</p> <p>If the Action selected was Termination, select the applicable termination Reason, such as Voluntary Resignation or Involuntary Separation.</p> 

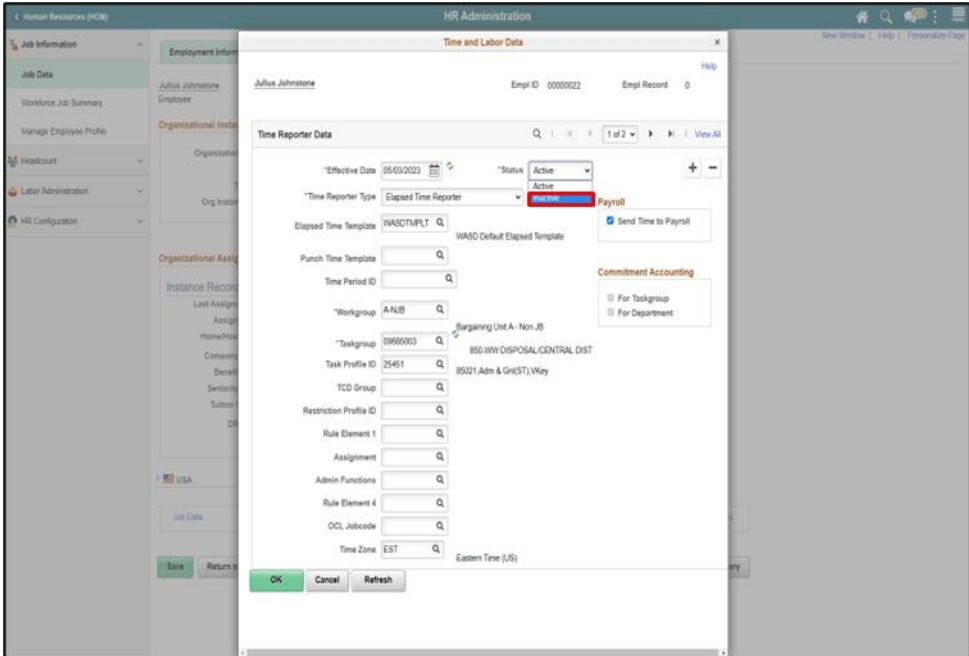
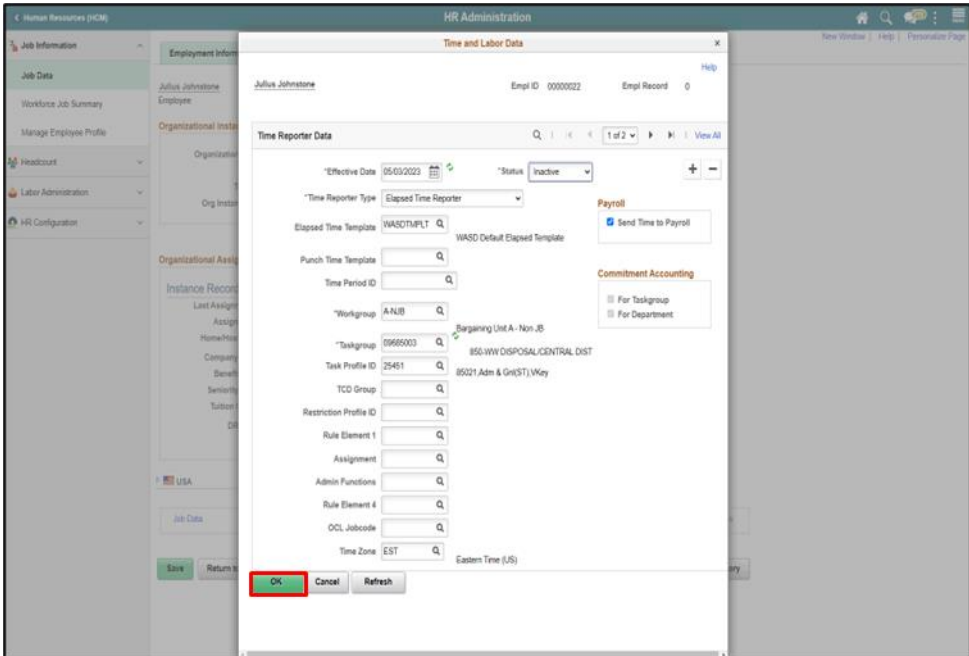
Step	Action
7.	<p>Select the Save button.</p> 

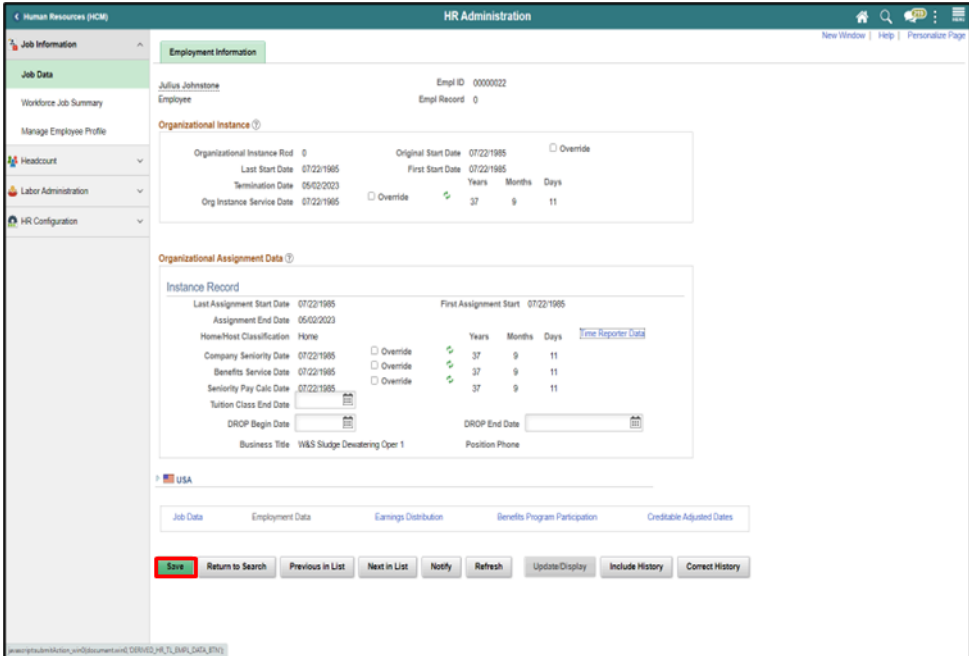
Notice the **Termination Date** is one day prior to the **Effective Date**.


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Step	Action
<p>8.</p>	<p>Select the Employment Data link.</p>  <p>The screenshot shows the 'Work Location Details' page for employee Julius Johnstone. The 'Employment Data' link is highlighted with a red box. Other visible links include 'Job Data', 'Earnings Distribution', 'Benefits Program Participation', and 'Creditable Adjusted Dates'. The page contains various fields for dates, status, and position information.</p>
<p>9.</p>	<p>Select the Time Reporter Data link.</p>  <p>The screenshot shows the 'Organizational Assignment Data' page for employee Julius Johnstone. The 'Time Reporter Data' link is highlighted with a red box. Other visible links include 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'Creditable Adjusted Dates'. The page displays organizational instance and assignment details.</p>

Step	Action
<p>10.</p>	<p>Select the Add button.</p> 
<p>11.</p>	<p>Update the Effective Date to the last day worked.</p> 

Step	Action
12.	<p>Select Inactive from the Status dropdown.</p> 
13.	<p>Select the OK button.</p> 

Step	Action
14.	<p>Select the Save button.</p>  <p>The screenshot displays the 'HR Administration' interface for employee 'Julius Johnstone'. The 'Organizational Instance' section shows dates and override options. The 'Organizational Assignment Data' section includes an 'Instance Record' with various dates and classification details. At the bottom, a row of buttons includes 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted with a red border.</p>