

Miami-Dade County

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

Version 1.0



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PURPOSE

<u>Purpose</u>

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.	Enter applicable search parameters. Select the Search button.
	C Maaaa Nacaaaca (pc/2) HR Administration
3.	<complex-block></complex-block>



Step	Action
4.	Enter the applicable Effective Date . Note : The Effective Date for terminations must be one day after the employee's last day.
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	Automisision Entry Date 07272030 Position Entry Date Descent
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	Department EL0501000 OPERATIONS OFFICE Department Fairy Tale 40727009
	Location EL0000001 2700 NW 87TH AVE
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	Land Start Date 07272020 Expected Job Find Date
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	Save Return to Search Notify Refresh Update/Display Include History
5.	Select Retirement or Termination from the Reason list.
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Step	Action		
6.	If the Action from the list Note: The in If the Action Reason, suc	n selected was Retirement , select the applicable retirement Re t, such as Retirement or Retried end of DROP. nitiation of DROP is done through Central HR. n selected was Termination , select the appliable termination ch as Voluntary Resignation or Involuntary Separation .	ason
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Step	Action
7.	Select the Save button.
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Step	Action	
8.	Select the Employment Data link.	
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Step	Action
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	A Hadbactert A Hadbacter
11.	Update the Effective Date to the last day worked.
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Step	Action
12.	<image/>
13.	



Step	Action
14.	<complex-block></complex-block>