PeopleSoft V9.1

Originating a Retirement
From the PAWS Employee Portal (https://paws.gru.edu), select the All Apps Icon from the Quick Access Bar.
From the PAWS Employee Portal All Apps page, select the PeopleSoft HRMS link.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
Navigate to the Manager Dashboard.
Main Menu > Manager Self Service > Manager Dashboard
Select the “Actions” down arrow next to the employee’s name and then:
Job and Personal Information > Retire Employee
Enter the Effective Date of the Retirement.

Note: The Retirement date will be the first day that the employee is not longer employed by GRU.

Select “Reason for Retirement” of Retirement with Pay.

Retirement documentation should already have been completed by the employee. Department Managers are not responsible for obtaining this documentation.
Select the “Submit” button to send the transaction to HR.

Note: This transaction does not require an approval.
You have successfully submitted a Retirement Transaction