





Request Retirement

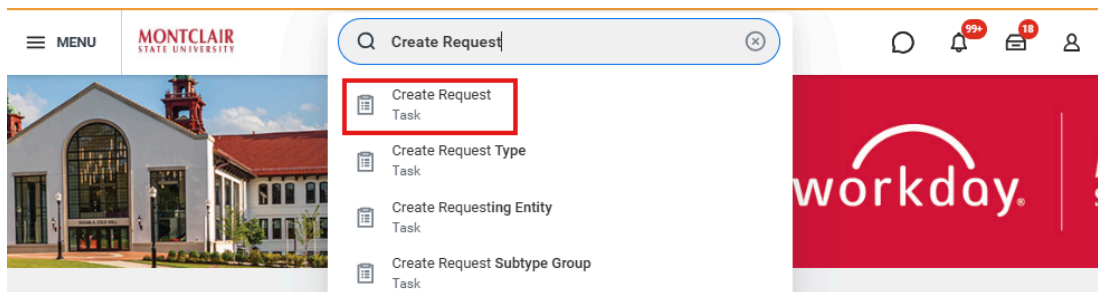
The following describes the process for submitting your retirement application through Workday.

If you have questions about the retirement process contact the HR Support team at askHR@montclair.edu or 973-655-7700.

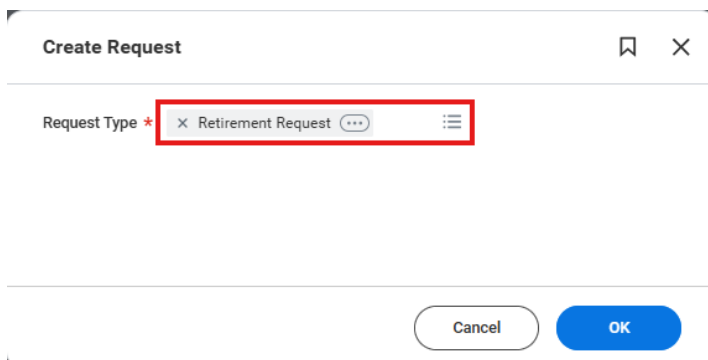
Helpful Tools to complete the task:

-  Click to view a selection list
-  Radio button lets you choose only one option from a predefined list
-  Checkbox is multi-selection
-  notification that a required field(s) was not completed or completed incorrectly. Read the warning to identify the issue. You will not be able to proceed until the “error” has been resolved.

- 1) Enter *Create Request* into the search bar of the Workday Homepage and select **Create Request – Task**.



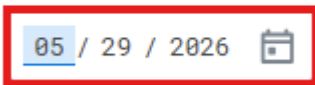
- 2) **Request Type:** enter *Retirement Request*



3) Complete the questionnaire:

a. **Enter your last day of work:** enter the date which represents your last day of employment

Enter your last day of work
(Required)


A date input field with a red border. The text inside is "05 / 29 / 2026" followed by a calendar icon.

b. **Enter your retirement date:** per the instructions the Date entered **MUST** be the **FIRST** of the month

Enter your Retirement Date.

Please Note: Date entered **MUST** be the first of the month.

(Required)

A date input field with a red border. The text inside is "MM / DD / YYYY" followed by a calendar icon.

c. **Select the applicable Retirement Type:** you must select 1 of the options provided

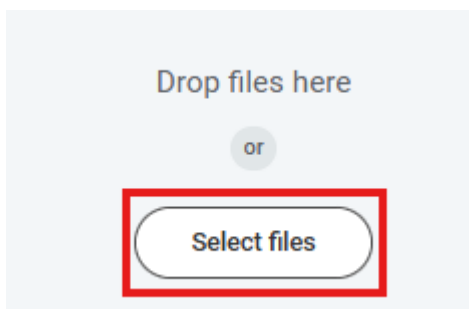
Select the applicable Retirement Type:
(Required)

- ABP
- PERS
- PFRS

i. **ABP:** selecting this retirement type will require you to complete the following forms and upload to the questionnaire

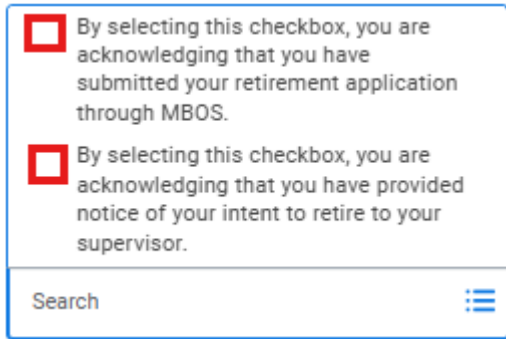
1. [ABP Retirement Application](#)
2. [ABP Withdrawal Request Acknowledgement Form](#)

Upload the files by clicking on **Select Files** and selecting the corresponding document(s) from your drive.



- ii. **PERS:** the form provides links to access your MBOS account, a step by step guide and an informational video for your reference.

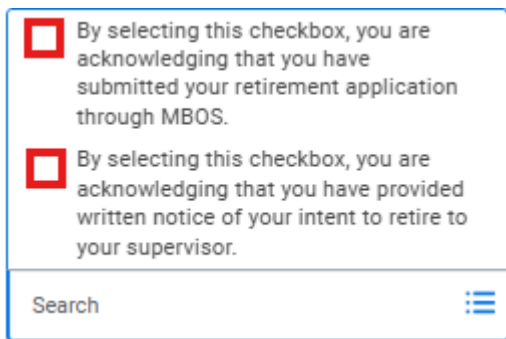
You will be required to acknowledge the following tasks to confirm you've taken action:



A screenshot of a form with a white background and a blue border. It contains two checkboxes, each with a red square icon. The first checkbox is followed by the text: "By selecting this checkbox, you are acknowledging that you have submitted your retirement application through MBOS." The second checkbox is followed by the text: "By selecting this checkbox, you are acknowledging that you have provided notice of your intent to retire to your supervisor." Below the checkboxes is a search bar with the word "Search" and a blue menu icon (three horizontal lines) to its right.

- iii. **PFRS:** the form provides links to access your MBOS account, a step by step guide and an informational video for your reference.

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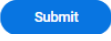
A screenshot of a form with a white background and a blue border. It contains two checkboxes, each with a red square icon. The first checkbox is followed by the text: "By selecting this checkbox, you are acknowledging that you have submitted your retirement application through MBOS." The second checkbox is followed by the text: "By selecting this checkbox, you are acknowledging that you have provided written notice of your intent to retire to your supervisor." Below the checkboxes is a search bar with the word "Search" and a blue menu icon (three horizontal lines) to its right.

- d. **Comment:** this field is optional where you can enter relevant information related to your retirement.

enter your comment



A comment input field consisting of a light blue circular icon with a white cloud inside, followed by a large, empty rectangular text box with a red border.

- e. Click  to save as a draft which may be retrieved in your Workday Inbox; or  to begin the review/approval process.