

TAR Process for Retiring Workers



This QRC should be used when a worker is retiring but there is a need for them to remain TAR with minimal in system access or permissions. The further in advance the processes listed below can occur, the less likely approvals will delay the ability for a smooth transition between the two jobs.

TAR Process

1. **Create a New Position** with a unique position number before the person retires.
 - a. Ensure the job profile details remain the same as the old position.
 - b. In the comments sections, note that the position is needed to prepare the incumbent for retirement.
 - c. Reference the Create Position QRC for further assistance with creating a position.
2. Once the new position is approved, complete the **Change Job** task to move the incumbent into the new position.
 - a. Immediately request permissions via the authorization app to mirror the same access the person has currently.
 - b. Reference the Change Job QRC for further assistance with the change job process.
 - c. A very important step is to check to box which allow for job overlap so that the next person taking the job can do so regardless of when the positions shows as unfilled in the sup org.
3. Initiate the **Termination** process for the individual that is retiring.
 - a. Ensure this is done well in advance of the retirement date to allow for all approvals and benefit retirement processing.
 - b. Choose 'Yes' to the question of overlapping the position.
 - c. Reference the Termination QRC for further assistance with the retirement process.
4. Once the retirement process is fully complete:
 - A. **Edit the new position** details to TAR/Hourly/etc. to prepare the incumbent to take the job upon retirement BP completion.
 - B. Initiate the **Rehire** process into the vacant TAR job once the termination/retirement process is fully complete.
 3. Ensure there is enough time for approvals prior to the retirement/rehire date.
 4. Reference the Edit Position and/or Rehire QRCs as needed.