

Submit Retirement Notification

UNS Knowledge Article



Audience: Retirement eligible employees enrolled in a Pension

All pension plans require a hundred and twenty (120) days' notice of your intent to retire. If you will be age 65 or older at the time of termination, only a minimum of two weeks' notice is required.

Please note that additional processing time may be necessary, depending on individual circumstances. You are welcome to submit your notice earlier than the required minimum.

Providing adequate notice supports:

- Pension and benefits administration
- Departmental planning
- Training and transition of duties

All retirement requests must be submitted through Workday. Requests submitted with less than the required notice period are subject to Pension Committee review.

How to Submit Your Retirement Request

1. From your Workday Home page, search for "Resignation."
2. Select Submit Resignation.

A screenshot of the Workday search interface. At the top, there is a search bar with the text "resignation" and a magnifying glass icon on the left and a close button (an 'x' in a circle) on the right. Below the search bar, there is a horizontal menu with several tabs: "Top Results" (which is highlighted with a rounded rectangle), "People (0)", "Tasks and Reports (3)", "Articles (0)", "Learning (0) >", and "All Categories" with a downward arrow. Under the "Tasks and Reports (3)" tab, the text "Tasks and Reports" is displayed. Below that, the link "Submit Resignation" is shown in blue text, and underneath it, the word "Task" is displayed in a smaller, grey font.

3. Enter Your Proposed Termination Date

- This should be **the last day you are paid as an active employee.**
- It may include:
 - Your final working day (on-site or remote)
 - Any vacation days used at the end of employment

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- It does **not** include the date your retirement benefits begin.
4. Select Your Reason for Resignation
 - Choose **Voluntary**
 - Then select **Voluntary** → **Retirement**

Submit Resignation

Proposed Termination Date *

MM/DD/YYYY

Reason for Resignation *

Voluntary > Retirement

Search

← Voluntary

- ☐ Voluntary > Confidential
- ☐ Voluntary > Dissatisfied with Job
- ☐ Voluntary > Dissatisfied with Management
- ☐ Voluntary > Dissatisfied with Pay
- ☐ Voluntary > Family Reasons
- ☐ Voluntary > Hired by Competitor
- ☐ Voluntary > Moved
- ☐ Voluntary > Other
- ☐ Voluntary > Other Employment
- ☒ Voluntary > Retirement

enter your comment

Attachments

Submit Save for Later Cancel

5. Click **Submit** to complete your request.

What happens with my submission?

Your request will move to your manager for awareness and approval, then to HR and Benefits for processing:

You have submitted

Up Next: | Approval by Manager | Due Date 03/28/2026

[View Details](#)

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What happens next?

After your retirement notice is received in Workday, a Benefits team member will contact you to discuss your pension and any applicable retiree health benefits. Final pension calculations are completed *no earlier than 90 days before your pension commencement date*.

Support: Still have questions?

You can model retirement scenarios using the UNS self-service pension estimator:

<http://www.eepoint.com/UNS>

For access help or additional questions, contact TotalRewards@tep.com