

# Scenario

**Job Aid: Emeriti Processing for July 1 Retirement Date**

In order to qualify for the inactive Cost of Living Adjustment (COLA) when applicable, an eligible faculty member must be inactive for payroll for at least the last business day of June. Effective with the first day of retirement, July 1 or after, the faculty member is entered as active in UCPath as an Emerita/us that is associated with a WOS (without salary) position.

# Process Steps

Submit a **Retirement HR** template to inactivate the employee prior to the last business day in June.

1. Select the **UC\_RETIREMENT** template and enter an **Effective Date** that is at least one day prior to the last business day in June.
2. Enter a **Comment** that this person will be rehired as Emerita/us effective July 1.
	* **Note:** The template date entries for UCPath are different from previous systems. For example: In UCPath, for a 7/1/19 retirement, the retirement template **Effective Date** would be 6/28/19 (last date worked is 6/27/19).

Submit a **Rehire** or **Hire HR** template to activate the employee on July 1.

1. Select the **UC\_REHIRE\_AC** template to maintain the same **Empl Record**, or select the **UC\_FULL HIRE\_AC** template to create a new

**Empl Record** for the Emeriti appointment.

1. Enter **Effective Date** of July 1 and an **Action Reason** of **Emeritus Faculty**.
2. Select the appropriate **Emeritus WOS** position.
3. Enter the **Comp Rate Code UCWOS**. **Note:**
* If you use the **UC\_REHIRE\_AC** template then you must wait until the retirement template is fully processed at UCPath Center before you can submit the rehire template. The employee ID is not available for you to select if you try to submit the rehire template before the retirement template is fully processed by UCPath Center.
* If you use the **UC\_FULL\_HIRE\_AC** template then a new **Empl Record** for the Emeriti appointment is created. You do not have to wait for the retirement template to be processed by UCPath Center.
* For retirement dates other than July 1, submit the retirement template with the effective date the date after the last date on pay status.

**Note:** This process only addresses the actions in UCPath. Standard Retirement Administration Service Center (RASC) Retirement business process and Academic Personnel Manual ([APM-120](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-120.pdf)) policy must be followed.

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