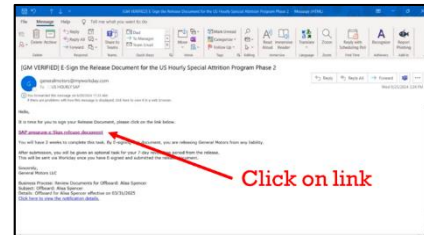


## Next Steps for SAP Phase 2 retirement

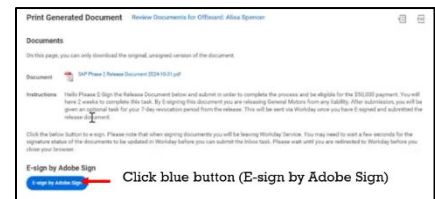
As of today, everyone that signed up and was eligible to retire should have received their retirement dates, Congratulations to everyone. Please see below the next steps that need to be completed.

- If you have an early release date of March 1<sup>st</sup> through May 1<sup>st</sup>, please stop by Benefits ASAP to get your retirement paperwork started. For those retiring June 1<sup>st</sup> through September 1<sup>st</sup>, you can start your retirement paperwork up to 6 month prior to retirement date but you need to be started at least 90 days prior to your retirement date. For those that are not aware, the Benefits office has moved to up in the Training Center area in GA Admin building.
- 30 days prior to your retirement date you will receive your Release document notification by email to be completed in Workday. Please follow the steps below to complete the signing of the release document and the optional revoke of release documents. If you need assistance stop by the Benefits Office or Training Center for assistances.

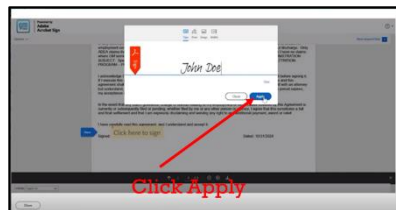
- 30 days prior to your release date you will receive an email notify you that is time to sign your release document. Click on link in the email and you will be routed to the SAP release document task.



- Read the instructions in the task. Once you have read the instructions, click E-sign by the Adobe Sign. This will open the release document. Make sure that you have read the “Release Document” before scrolling to bottom of page for signature.
- Scroll to the bottom of the release document and type your name into the signature box. **REMINDER YOU MUST SIGN THE RELEASE DOCUMENT IN ORDER TO BE ELIGIBLE FOR THE \$50,000.00 PAYMENT.**



- Click Apply to Sign SAP Release Document



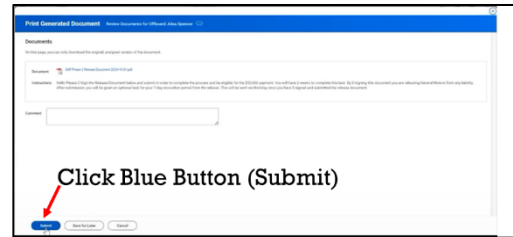
- Now select “Click to Sign” Button, you will then be routed to the submission screen.



**CONTINUED ON NEXT PAGE**



- You must click “Submit” at the bottom of the page so that your release document is submitted. You have now completed this part of the process.
- You will now receive a notification that your Optional 7 day release revocation has started.
- REMINDER the 7day revocation of the release document process is optional.
- **YOU DO NOT WANT TO REVOCATE YOUR DOCUMENT. CLICK NO**



**10. Optional Revoke of Release Document. MAKE SURE TO **CLICK NO.****  
**If you click yes, you will still be force to retire and will forfeit the \$50,000.**

The screenshot shows a form titled "Revoke SAP e-Signed Release Document (Optional)". It contains a question: "Do you wish to revoke your SAP e-Signed release document? (Required)". There are two radio buttons: "Yes, please revoke my e-signed SAP release document" and "No, I do not want to revoke my e-Signed SAP release document". The "No" option is selected. Below the question is a text box for the user's full legal name. At the bottom are buttons for "Submit", "Save for Later", "Skip", and "Cancel".

**11. Type your name in box.**

**12. Click blue button (Submit)**

