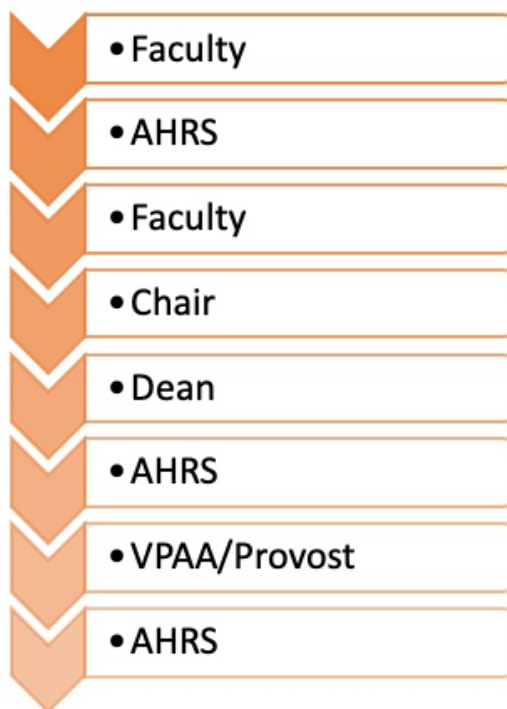


Faculty Early Retirement Program (FERP) Form

This guide walks you through the workflow and completing the Faculty Early Retirement Program (FERP) form.

Workflow



How To Fill Out The FERP Form

Click on your role (example: Chair, Provost) to expand and see the detailed steps.

Faculty

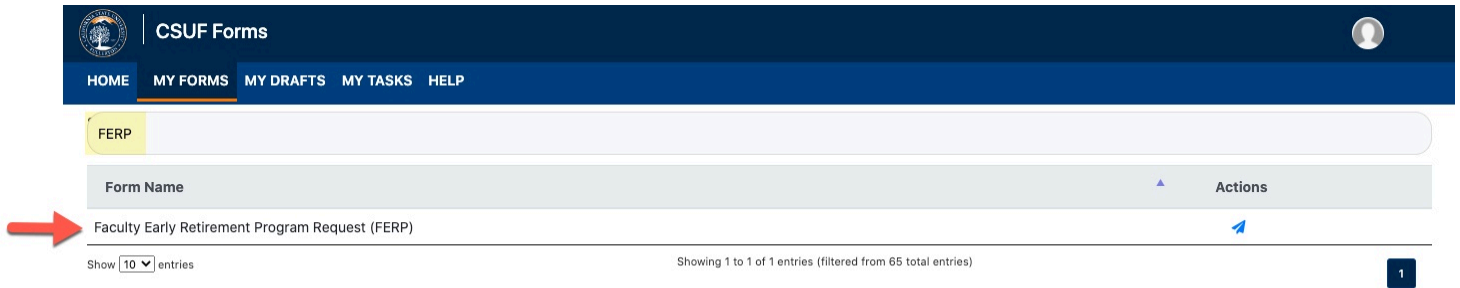
Step 1:

Login to [CSUF Forms](#)

Step 2:

Type 'FERP' into the search bar

The **Faculty Early Retirement Program Request (FERP)** form will populate below



The screenshot shows the CSUF Forms application interface. At the top, there is a navigation bar with the CSUF logo and the text 'CSUF Forms'. Below this is a menu bar with links: HOME, MY FORMS, MY DRAFTS, MY TASKS, and HELP. A search bar is located below the menu, containing the text 'FERP'. Below the search bar, a table displays the search results. The table has two columns: 'Form Name' and 'Actions'. The first row shows 'Faculty Early Retirement Program Request (FERP)' under the 'Form Name' column. A red arrow points to this row. In the 'Actions' column for this row, there is a blue airplane icon. Below the table, there is a pagination bar that says 'Showing 1 to 1 of 1 entries (filtered from 65 total entries)'. On the left, it says 'Show 10 entries' with a dropdown arrow. On the right, there is a small blue box with the number '1'.

Step 3:

Click on the airplane icon to launch the form



This screenshot is similar to the previous one, but with a red circle and a red arrow highlighting the blue airplane icon in the 'Actions' column for the 'Faculty Early Retirement Program Request (FERP)' row. The rest of the interface, including the navigation bar, search bar, and pagination, remains the same.

The form will open to the **Participation Details** tab

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

* CWID * Print Name * Department

Signature and Acknowledgement

Please select the FERP participation action you are requesting:

☐ Begin FERP Participation (Complete Section A. below)

☐ Change FERP Term (Complete Section B. below)

☐ Reduce FERP Time-Base (Complete Section C. below)

☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)

☐ End FERP Participation (Complete Section D. below)

Section A.

I would like to START FERP by working:

☐ Fall Semesters only

☐ Spring Semesters only

☐ Academic Year (Both Fall and Spring Semesters)

* Effective Academic Year:

* Expected Retirement Date: mm/dd/yyyy

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment.

☐ Yes ☐ No

Section B.

I would like to CHANGE my FERP term:

FROM

☐ Fall Semester

☐ Spring Semester

☐ Academic Year

TO

☐ Fall Semester

☐ Spring Semester

☐ Academic Year

Effective Academic Year:

Section C.

REDUCE FERP Time-Base

FROM

☐ 1.0 FTE

☐ 0.5 FTE

☐ Other

TO

FTE

*Time base reduction is permanent for duration of FERP assignment.

Section D.

I would like to END my participation in FERP, my last semester working will be:

☐ Fall Semester ☐ Spring Semester

End Participation Year:


Generate PDF Reset Save Submit

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Step 4:

Enter your CWID in the **CWID** field and hit Enter

* CWID * Print Name * Department



Please select the FERP participation action you are requesting:

☐ Begin FERP Participation (Complete Section A. below)

☐ Change FERP Term (Complete Section B. below)

☐ Reduce FERP Time-Base (Complete Section C. below)

☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)

☐ End FERP Participation (Complete Section D. below)

Once you hit Enter, the **Print Name** and **Department** field will populate

* CWID

* Print Name

* Department

800123456

Tony Stark

Economics

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☐ End FERP Participation (Complete Section D. below)

i If you are a MPP upon entering your CWID, you will see the following 'retreats right' option

If you are not an MPP, skip to Step 10

Step 5:

Read the statement

* CWID

* Print Name

* Department

800123456

Tony Stark

Dean COMM



☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member


Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☐ End FERP Participation (Complete Section D. below)

Step 6:

If this applies to you, check the box to verify you are an MPP

* CWID	* Print Name	* Department
800123456	Tony Stark	Dean COMM


 ☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

Additional fields allowing you to specify your Department Name and ID will appear

* CWID	* Print Name	* Department
800123456	Tony Stark	Dean COMM

☒ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member



Search Department	Dept Name	Dept ID

Step 7:

Type your department name (or partial name) in the **Search Department** field

* CWID	* Print Name	* Department
800123456	Tony Stark	Dean COMM

☒ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member



Search Department	Dept Name	Dept ID

tab to the next field

Search Department	Dept Name	Dept ID
comm		

Step 8:

Click on the **Dept Name** drop-down caret



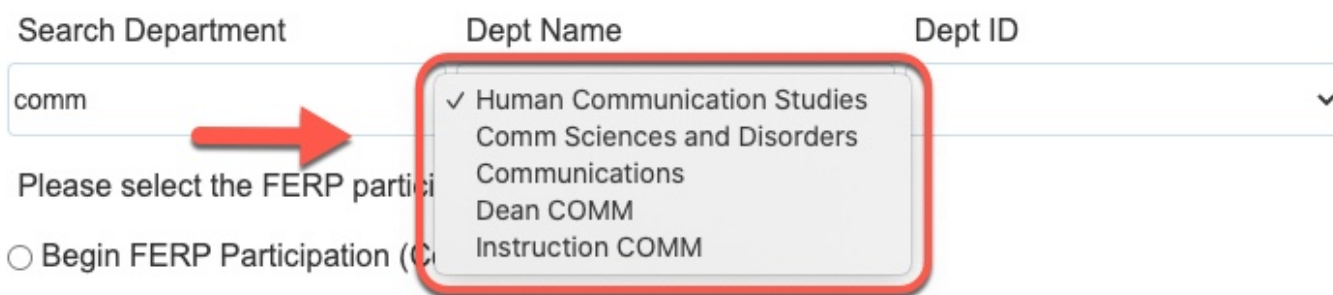
Search Department: comm

Dept Name: [drop-down caret]

Dept ID: [drop-down caret]

Step 9:

Select the appropriate department



Search Department: comm

Dept Name: [list of departments]

Dept ID: [drop-down caret]

Please select the FERP participation action

☐ Begin FERP Participation (C)

Upon selection, the **Dept ID** field will populate



Search Department: comm

Dept Name: Communications

Dept ID: 11249

Step 10:

Indicate your participation action

* CWID

* Print Name

* Department

800123456

Tony Stark

Economics

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☐ End FERP Participation (Complete Section D. below)

Note: Each selection notes which section(s) you must fill out

Example: Change FERP Term > Complete Section B

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☒ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☐ End FERP Participation (Complete Section D. below)

Step 11:

Fill out the appropriate section(s)

Select the Section link to expand section instructions

Section A

Step A:

Indicate the semesters you will be working

Section A.

I would like to START FERP by working:

☐ Fall Semesters only

☐ Spring Semesters only

☐ Academic Year (Both Fall and Spring Semesters)

* Effective: Academic Year: ▼

* Expected Retirement Date: mm / dd / yyyy 📅

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment:

☐ Yes ☐ No

Step B:

Click the **Academic Year** drop-down caret

Section A.

I would like to START FERP by working:

☐ Fall Semesters only

☒ Spring Semesters only

☐ Academic Year (Both Fall and Spring Semesters)

* Effective: Academic Year: ▼

* Expected Retirement Date: mm / dd / yyyy 📅

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment:

☐ Yes ☐ No

Step C:

Select the appropriate academic year

Section A.

I would like to START FERP by working:

☐ Fall Semesters only
☒ Spring Semesters only
☐ Academic Year (Both Fall and Spring Semesters)

* Effective: Academic Year: ▼

→

2021-2022
2022-2023
2023-2024
2024-2025
2025-2026
2026-2027
2027-2028
2028-2029
2029-2030
2030-2031

📅

ck leave

* Expected Retirement Date:

* I elect to carry 48 hours of n into my FERP appointment:

☐ Yes ☐ No

Step D:

Click on the calendar icon

Section A.


I would like to START FERP by working:

☐ Fall Semesters only

☒ Spring Semesters only

☐ Academic Year (Both Fall and Spring Semesters)

* Effective: Academic Year: 2022-2023 ▾

* Expected Retirement Date: mm/dd/yyyy 

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment:

☐ Yes ☐ No

Step E:

Select the appropriate date


Section A.


I would like to START FERP by

☐ Fall Semesters only

☒ Spring Semesters only

☐ Academic Year (Both Fall and Spring Semesters)

* Effective: Academic Year: mm/dd/yyyy 

* Expected Retirement Date: mm/dd/yyyy 

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment:

☐ Yes ☐ No

January 2022 ▾

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear Today

Step F:

Indicate your decision to carry 48 hours of accrued sick leave into your FERP appointment

Section A.


I would like to START FERP by working:

☐ Fall Semesters only

☒ Spring Semesters only

☐ Academic Year (Both Fall and Spring Semesters)

* Effective: Academic Year:

* Expected Retirement Date: 

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment:

☐ Yes ☐ No

Section B

Step A:


Indicate which semester you are changing from (in the From box on the left)

Section B.

I would like to CHANGE my FERP term:

FROM	TO
<input type="radio"/> Fall Semester <input type="radio"/> Spring Semester <input type="radio"/> Academic Year	<input type="radio"/> Fall Semester <input type="radio"/> Spring Semester <input type="radio"/> Academic Year

Effective: Academic Year ▼



Step B:


Indicate which semester you are changing to (in the **To** box on the right)

Section B.

I would like to CHANGE my FERP term:

FROM	TO
<input type="radio"/> Fall Semester <input checked="" type="radio"/> Spring Semester <input type="radio"/> Academic Year	<input type="radio"/> Fall Semester <input type="radio"/> Spring Semester <input type="radio"/> Academic Year

Effective: Academic Year ▼



Step C:

Click the **Academic Year** drop-down caret

Section B.

I would like to CHANGE my FERP term:

FROM	TO
<input type="radio"/> Fall Semester	<input checked="" type="radio"/> Fall Semester
<input checked="" type="radio"/> Spring Semester	<input type="radio"/> Spring Semester
<input type="radio"/> Academic Year	<input type="radio"/> Academic Year

Effective: Academic Year

Step D:

Select the appropriate range

Section B.

I would like to CHANGE my FERP term:

FROM

☐ Fall Semester

☒ Spring Semester

☐ Academic Year

2021-2022

2022-2023

2023-2024

2024-2025

2025-2026

2026-2027

2027-2028

2028-2029

2029-2030

2030-2031

Effective: Academic Year

Section C

Step A:

Select the appropriate FTE option (in the FROM box)

Section C.

REDUCE FERP Time-Base

FROM

☐ 1.0 FTE
 ☐ 0.5 FTE
 ☐ Other

TO

☐ FTE

*Time base reduction is permanent for duration of FERP assignment.

Step B:

Check the FTE checkbox (in the To box)

Section C.

REDUCE FERP Time-Base

FROM

☐ 1.0 FTE
 ☒ 0.5 FTE
 ☐ Other

TO

☒ FTE

*Time base reduction is permanent for duration of FERP assignment.

Step C:

Enter the appropriate FTE in the FTE field

Section C.

REDUCE FERP Time-Base

FROM

☐ 1.0 FTE

☒ 0.5 FTE

☐ Other

TO

☒ FTE

*Time base reduction is permanent for duration of FERP assignment.

Section D

Step A:

Indicate your last semester working under FERP participation

Section D.

I would like to END my participation in FERP, my last semester working will be:

☐ Fall Semester
 ☐ Spring Semester

End Participation Year

Step B:

Click the **End Participation Year** drop-down caret

Section D.

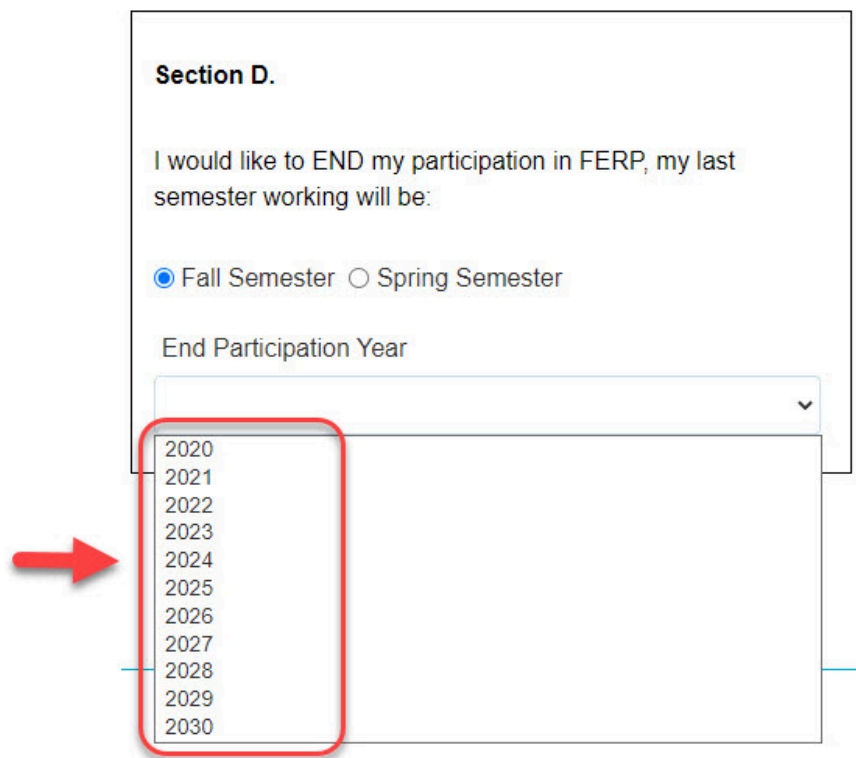
I would like to END my participation in FERP, my last semester working will be:

☒ Fall Semester
 ☐ Spring Semester

End Participation Year

Step C:

Select the appropriate participation year



Section D.

I would like to END my participation in FERP, my last semester working will be:

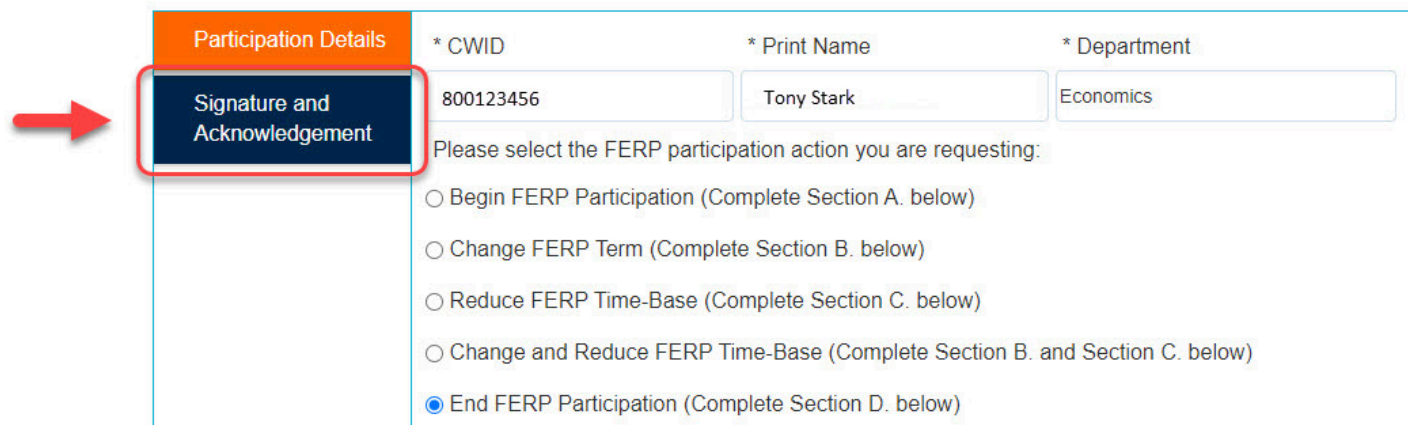
☒ Fall Semester ☐ Spring Semester

End Participation Year

2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030

Step 12:

Click on the **Signature and Acknowledgement** tab



Participation Details

Signature and Acknowledgement

* CWID: 800123456

* Print Name: Tony Stark

* Department: Economics

Please select the FERP participation action you are requesting:

☐ Begin FERP Participation (Complete Section A. below)

☐ Change FERP Term (Complete Section B. below)

☐ Reduce FERP Time-Base (Complete Section C. below)

☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)

☒ End FERP Participation (Complete Section D. below)

Step 13:

Click on the checkbox to sign the form



Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details	Signature and Comments
Signature and Acknowledgement	<div> <input type="checkbox"/> Please check the box to sign the form </div> <div> <p>This Field is a required field.</p> <p>* Signature * Date</p> <div> <input type="text"/> <input type="text"/> mm / dd / yyyy </div> <p>This Field is a required field. This Field is a required field.</p> <p>Comments (optional)</p> <div> <input type="text"/> </div> </div>

The **Signature** and the **Date** field will populate upon checking the checkbox

Signature and Comments

☒ Please check the box to sign the form

* Signature * Date

Tony Stark

01 / 27 / 2022

Comments (optional)

Step 14: (Optional)

Leave a comment in the **Comments (optional)** field



Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details	Signature and Comments
Signature and Acknowledgement	<input checked="" type="checkbox"/> Please check the box to sign the form <div> <div>* Signature</div> <div>Tony Stark</div> </div> <div> <div>* Date</div> <div>01 / 27 / 2022</div> </div> <div> <div>Comments (optional)</div> <div></div> </div>

Generate PDF Reset Save Submit

Step 15:

Click the **Submit** button



Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details	Signature and Comments
Signature and Acknowledgement	<input checked="" type="checkbox"/> Please check the box to sign the form <div> <div>* Signature</div> <div>Tony Stark</div> </div> <div> <div>* Date</div> <div>01 / 27 / 2022</div> </div> <div> <div>Comments (optional)</div> <div></div> </div>

Generate PDF Reset Save Submit


The screen will refresh to show you a submittal confirmation screen



Faculty Early Retirement Program Request

Thank you for submitting the Faculty Early Retirement Program Request.

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 The form will next go to Academic HR for Review

Once Academic HR has reviewed the document it will come back to you for review

You will receive an email indicating there is a Faculty Early Retirement Program Request form ready for your review

Step 16:

Click the **View Form** link OR



Faculty Early Retirement Program Request - Pending Review

Dear Tony Stark,

Please review the Faculty Early Retirement Program Request.

How to access the form

- Click here to [View Form](#)

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

If you have any questions, please contact Academic HR at academichr@fullerton.edu

Thank you,

Academic HR Team

This is an automatically generated email. Please do not reply to this email.

[I completed the form.](#)

[Thank you!](#)

[I completed it.](#)

Are the suggestions above helpful? [Yes](#) [No](#)

[Reply](#)

[Reply all](#)

[Forward](#)

Go to CSUF Forms

under **My Tasks**, click the appropriate form

The screenshot shows the 'CSUF Forms' interface with the 'MY TASKS' tab selected. A table lists tasks, with the first task 'Faculty Review' highlighted. A red box and arrow point to the 'Faculty Review' title.

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
Faculty Review	MEDIUM	Tony Stark 800123456		Faculty Early Retirement Program Request	ACTIVE	1/27/2022 1:33:28 PM	

Showing 1 to 1 of 1 entries

Step 17:

Click on the **Signature and Acknowledgement** tab

Faculty Review

Form Workflow Details



Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details	* CWID	* Print Name	* Department
Signature and Acknowledgement	800123456	Tony Stark	Economics

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

☐ Begin FERP Participation (Complete Section A. below)

Step 18:

Review the comments (if any provided)

Faculty Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details	Faculty Member's Signature and Comments
Signature and Acknowledgement	<p><input type="checkbox"/> Please check the box to indicate that you have completed the review</p> <p>* Signature <input type="text"/> * Date <input type="text"/></p> <p>Comments (optional) <input type="text"/></p> <p>Signature and Comments</p> <p><input checked="" type="checkbox"/> Please check the box to sign the form</p> <p>* Signature <input type="text"/> * Date <input type="text"/></p> <p>Comments (optional) <input type="text"/></p>

Generate PDF

Step 19:

Check the box to indicate that you have completed the review

Faculty Member's Signature and Comments


☐

Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

The **Signature** and the **Date** fields will populate upon checking the box

Faculty Member's Signature and Comments

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

Step 20: (Optional)

Leave a comment in the **Comments (optional)** field

Faculty Member's Signature and Comments

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Tony Stark

01/27/2022

Comments (optional)

Step 21:

Click the **Submit** button (in the upper right-hand corner)

Submit

Reject

Delegate

Faculty Review

Form

Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

Faculty Member's Signature and Comments

☒ Please check the box to indicate that you have completed the review

* Signature

Tony Stark

* Date

01/27/2022

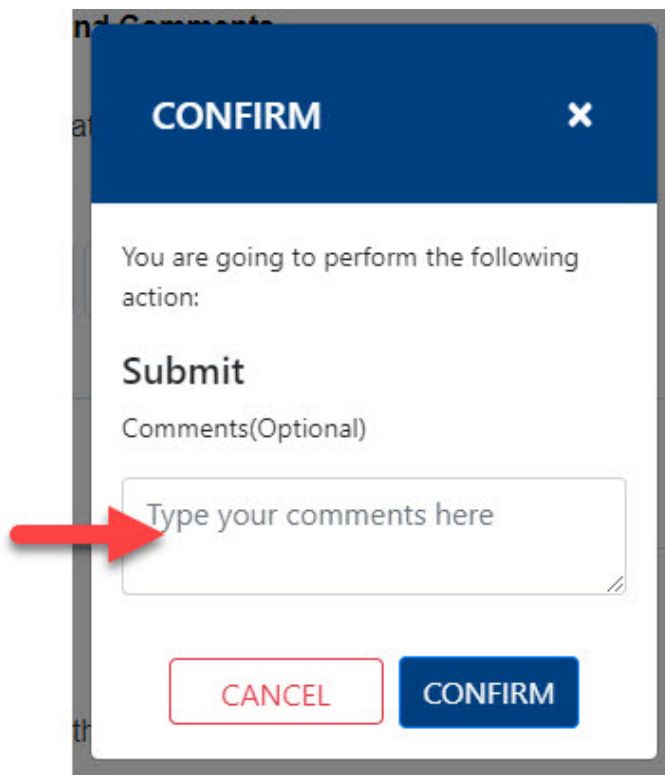
Comments (optional)

Signature and Comments

☐ Please check the box to sign the form

Step 22: (Optional)

Leave a comment in the **Comments(Optional)** field



CONFIRM ×

You are going to perform the following action:

Submit

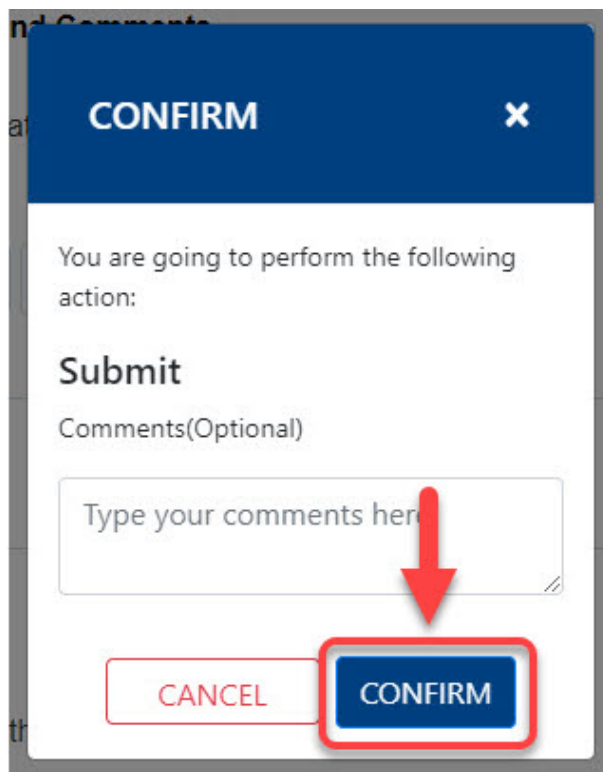
Comments(Optional)

Type your comments here

CANCEL **CONFIRM**

Step 23:

Click on the **Confirm** button



CONFIRM ×

You are going to perform the following action:

Submit

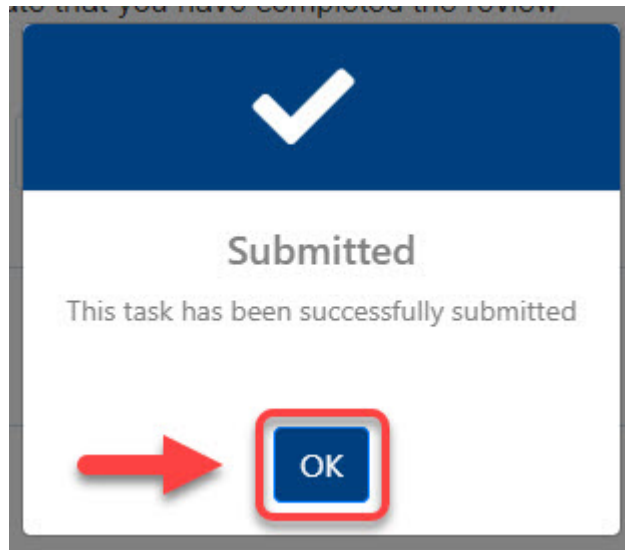
Comments(Optional)

Type your comments here

CANCEL **CONFIRM**

Step 24:

Click on the **OK** button



AHRS

You will receive an email indicating there is a Faculty Early Retirement Program Request form ready for your review

Step 1:

Click the **View Form** link OR



Faculty Early Retirement Program Request - Pending Review

Dear Academic HR Team,

The Faculty Early Retirement Program Request form for Tony Stark is pending your review.

How to access the form

- Click here to [View Form](#)

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

If you have any questions, please contact Academic HR at academichr@fullerton.edu

Thank you,

Academic HR Team

This is an automatically generated email. Please do not reply to this email.

[I completed the form.](#)

[Thank you!](#)

[Did you request this?](#)

☐ Are the suggestions above helpful? [Yes](#) [No](#)

[Reply](#)

[Reply all](#)

[Forward](#)

Go to CSUF Forms

under **My Tasks**, click the appropriate form

CSUF Forms								
HOME MY FORMS MY DRAFTS MY TASKS HELP REPORTS								
Type here to search								
Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date	
<input type="checkbox"/> Academic HR Review	MEDIUM	Maria Casanova Rivas 890290653	HR-Unit-Reviewers	Faculty Early Retirement Program Request	ACTIVE	1/27/2022 1:26:01 PM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/26/2022 12:14:59 PM		
<input type="checkbox"/>	MEDIUM			Pre-Retirement Reduction in Time Base Request	ACTIVE	1/26/2022 12:14:42 PM		
<input type="checkbox"/>	MEDIUM			Pre-Retirement Reduction in Time Base Request	ACTIVE	1/25/2022 5:18:50 PM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/25/2022 10:26:29 AM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/25/2022 9:31:40 AM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/18/2022 12:14:11 AM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/5/2022 3:20:06 PM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	12/14/2021 2:45:07 AM		
<input type="checkbox"/>	MEDIUM			Campus Solution Access Request	ACTIVE	12/9/2021 4:06:55 AM		

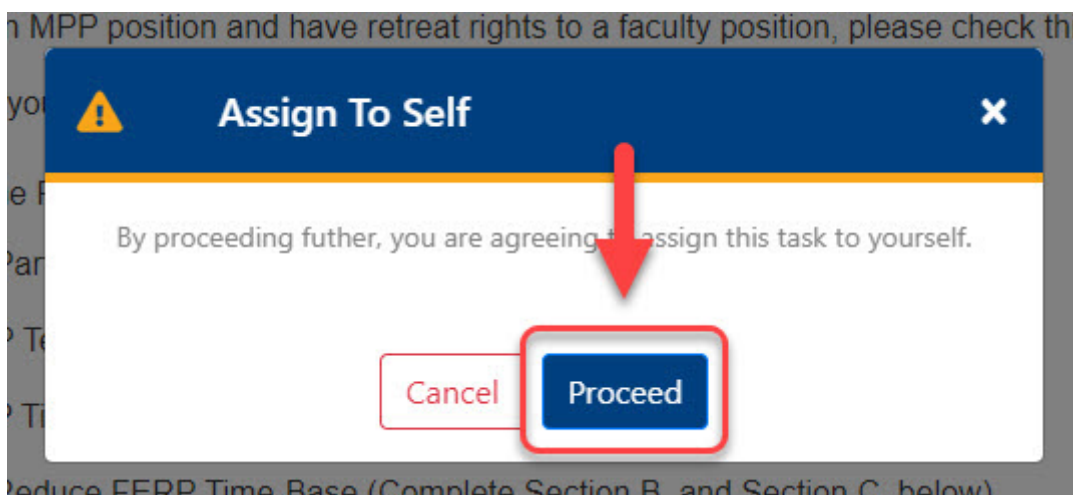
Show 10 entries

Showing 1 to 10 of 40 entries

1 2 3 4

Step 2:

Click on the **Proceed** button



Step 3:

Review the information provided in the **Participation Details** tab

Academic HR Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

* CUID 800123456 * Print Name Tony Stark * Department Economics

If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member.

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A, below)
- ☐ Change FERP Term (Complete Section B, below)
- ☐ Reduce FERP Time-Base (Complete Section C, below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B, and Section C, below)
- ☐ End FERP Participation (Complete Section D, below)

Section A.

I would like to START FERP by working:

- ☐ Fall Semesters only
- ☐ Spring Semesters only
- ☐ Academic Year (both Fall and Spring Semesters)

* Effective Academic Year:

* Expected Retirement Date: mm/dd/yyyy

* I elect to carry 40 hours of my accrued sick leave into my FERP appointment.

☐ Yes ☐ No

Section B.

I would like to CHANGE my FERP term:

FROM	TO
<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Fall Semester
<input type="checkbox"/> Spring Semester	<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Academic Year	<input type="checkbox"/> Academic Year

Effective Academic Year:

Section C.

REDUCE FERP Time-Base

FROM	TO
<input type="checkbox"/> 1.0 FTE	<input type="checkbox"/> FTE
<input type="checkbox"/> 0.5 FTE	
<input type="checkbox"/> Other	

*Time base reduction is permanent for duration of FERP assignment.

Section D.

I would like to END my participation in FERP, my last semester working will be:

☐ Fall Semester ☐ Spring Semester


End Participation Year:

Generate PDF

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Step 4:

Click the **Signature and Acknowledgement** tab



Participation Details	* CWID	* Print Name	* Department
Signature and Acknowledgement	80012345	Tony Stark	Economics

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

☐ Begin FERP Participation (Complete Section A. below)

☐ Change FERP Term (Complete Section B. below)

☐ Reduce FERP Time-Base (Complete Section C. below)


☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)

☒ End FERP Participation (Complete Section D. below)

Step 5:

Review the comments (if any provided)

Participation Details	Signature and Comments
Signature and Acknowledgement	<p><input checked="" type="checkbox"/> Please check the box to sign the form</p> <p>* Signature * Date</p> <p>Tony Stark 01/27/2022</p> <p>Comments (optional)</p> <p></p>



Step 6:

Click the **Submit** button

[Submit](#)
[Reject](#)
[Delegate](#)

Academic HR Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details	Signature and Comments <input type="checkbox"/> Please check the box to sign the form <div style="display: flex; justify-content: space-between;"> <div> <p>* Signature</p> <input type="text" value="Tony Stark"/> </div> <div> <p>* Date</p> <input type="text" value="01/27/2022"/> </div> </div> <p>Comments (optional)</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>
-----------------------	---

[Generate PDF](#)

Step 7: (Optional)

Leave a comment in the **Comments(Optional)** field

CONFIRM
×

You are going to perform the following action:

Submit

Comments(Optional)

Type your comments here

CANCEL

CONFIRM

Step 8:

Click on the **Confirm** button

CONFIRM ✕

You are going to perform the following action:

Submit

Comments(Optional)

Type your comments here

CANCEL CONFIRM

Step 9:

Click the **OK** button

✓

Submitted

This task has been successfully submitted

OK

! The form go back to the Faculty for review

The form will then proceed to Chair and Dean

You will be notified when the form is ready for your review (continue with Step 10)

You will receive an email indicating there is a Faculty Early Retirement Program Request form ready for your review

Step 10:

Click the **View Form** link OR

The screenshot shows an email interface with a header bar in dark blue and orange. The email is from the Fullerton Human Resources, Diversity & Inclusion department. The subject is 'Faculty Early Retirement Program Request - Pending Review'. The body of the email addresses the Academic HR Team and states that a request form for Tony Stark is pending review. It provides instructions on how to access the form, including a link to 'View Form' and contact information for the IT Help Desk and Academic HR. The email concludes with a thank you and a note that it is an automatically generated email. At the bottom, there are three buttons: 'I completed the form.', 'Thank you!', and 'Did you request this?'. Below these buttons is a feedback question: 'Are the suggestions above helpful?' with 'Yes' and 'No' options. At the very bottom, there are three buttons: 'Reply', 'Reply all', and 'Forward'.

CALIFORNIA STATE UNIVERSITY
FULLERTON
HUMAN RESOURCES,
DIVERSITY & INCLUSION

Faculty Early Retirement Program Request - Pending Review

Dear Academic HR Team,

The Faculty Early Retirement Program Request form for Tony Stark is pending your review.

How to access the form

- Click here to **View Form**

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

If you have any questions, please contact Academic HR at academichr@fullerton.edu

Thank you,

Academic HR Team

This is an automatically generated email. Please do not reply to this email.

I completed the form. Thank you! Did you request this?

☐ Are the suggestions above helpful? [Yes](#) [No](#)

[Reply](#) [Reply all](#) [Forward](#)

Go to CSUF Forms

under **My Tasks**, click the appropriate form

CSUF Forms

HOME MY FORMS MY DRAFTS MY TASKS HELP REPORTS

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
Academic HR Review	MEDIUM	Tony Stark 800123456	HR-Unit-Reviewers	Faculty Early Retirement Program Request	ACTIVE	1/27/2022 1:45:18 PM	
	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/26/2022 12:14:59 PM	
	MEDIUM			Pre-Retirement Reduction in Time Base Request	ACTIVE	1/26/2022 12:14:42 PM	
	MEDIUM			Pre-Retirement Reduction in Time Base Request	ACTIVE	1/25/2022 5:18:50 PM	
	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/25/2022 10:26:29 AM	
	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/25/2022 9:31:40 AM	
	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/18/2022 12:14:11 AM	
	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/5/2022 3:20:06 PM	
	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	12/14/2021 2:45:07 AM	
	MEDIUM			Campus Solution Access Request	ACTIVE	12/9/2021 4:06:55 AM	

Show 10 entries Showing 1 to 10 of 40 entries

Step 11:

Click on the **Proceed** button



Step 12:

Review the information provided in the **Participants Details** tab

Academic HR Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details * CWID 800123456 * Print Name Tony Stark * Department Economics

Signature and Acknowledgement

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☐ End FERP Participation (Complete Section D. below)

Section A. I would like to START FERP by working:

- ☐ Fall Semesters only
- ☐ Spring Semesters only
- ☐ Academic Year (Both Fall and Spring Semesters)

* Effective Academic Year:

* Expected Retirement Date: MM/DD/YYYY

* I elect to carry 40 hours of my accrued sick leave into my FERP appointment:

☐ Yes ☐ No

Section B. I would like to CHANGE my FERP term:

FROM	TO
<input type="radio"/> Fall Semester	<input type="radio"/> Fall Semester
<input type="radio"/> Spring Semester	<input type="radio"/> Spring Semester
<input type="radio"/> Academic Year	<input type="radio"/> Academic Year

Effective Academic Year:

Section C. REDUCE FERP Time-Base

FROM	TO
<input type="radio"/> 1.0 FTE	<input type="text"/> FTE
<input type="radio"/> 0.5 FTE	
<input type="radio"/> Other	

*Time base reduction is permanent for duration of FERP assignment.

Section D. I would like to END my participation in FERP, my last semester working will be:

☐ Fall Semester ☐ Spring Semester

End Participation Year:

Generate PDF

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Step 13:

Click on the **Signature and Acknowledgement** tab

Participation Details * CWID 800123456 * Print Name Tony Stark * Department Economics

Signature and Acknowledgement

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)

Step 14:

Review the comments (if any provided)

Form Workflow Details

Academic HR Review

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature Nick Fury * Date 01/27/2022

Comments (optional)

Dean's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature * Date

Prof Coulson 01/27/2022

Comments (optional)

Chair's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature * Date

Tom Mark 01/27/2022

Comments (optional)

Signature and Comments

☐ Please check the box to sign the form

* Signature * Date

01/27/2022

Comments (optional)

Generate PDF

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Step 15:

Click the **Submit** button

Academic HR Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

☒ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

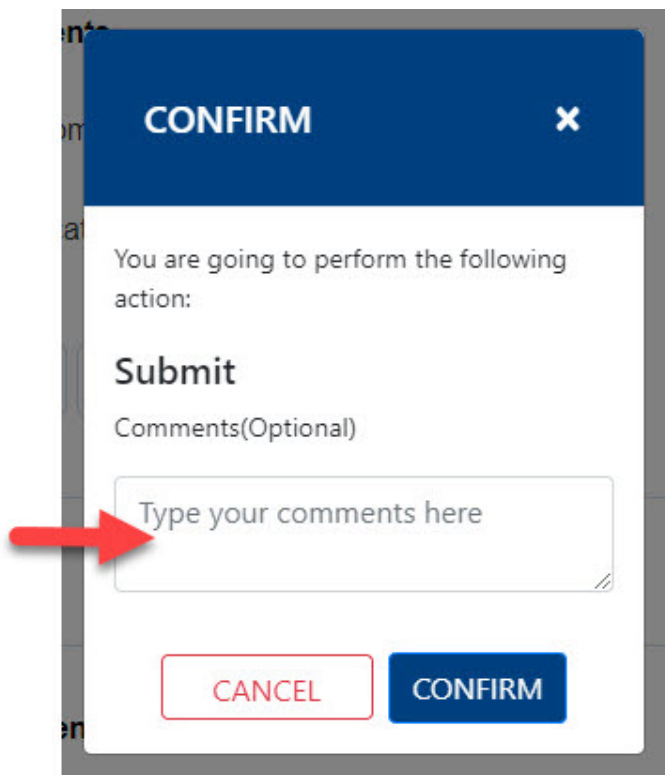
* Signature Nick Fury * Date 01/27/2022

Comments (optional)

Submit Delegate

Step 16: (Optional)

Leave an comment in the **Comments(Optional)** field



CONFIRM ✕

You are going to perform the following action:

Submit

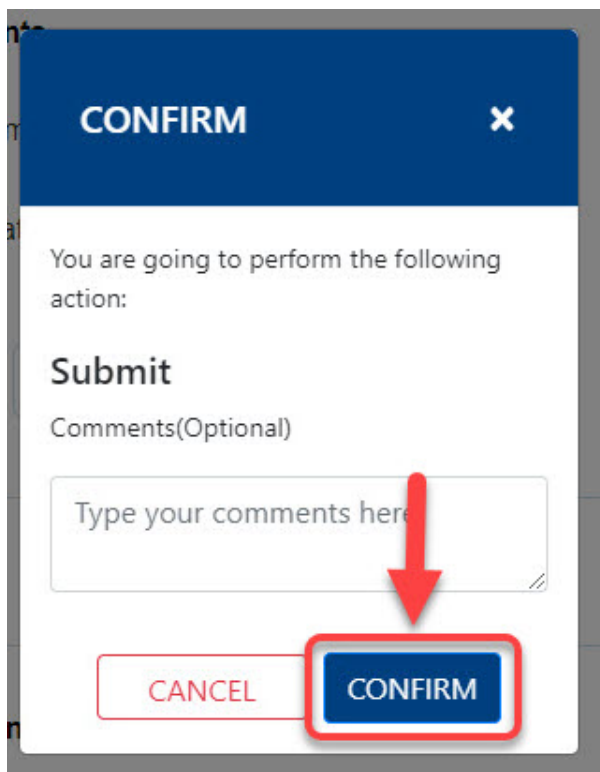
Comments(Optional)

Type your comments here

CANCEL CONFIRM

Step 17:

Click on the **Confirm** button



CONFIRM ✕

You are going to perform the following action:

Submit

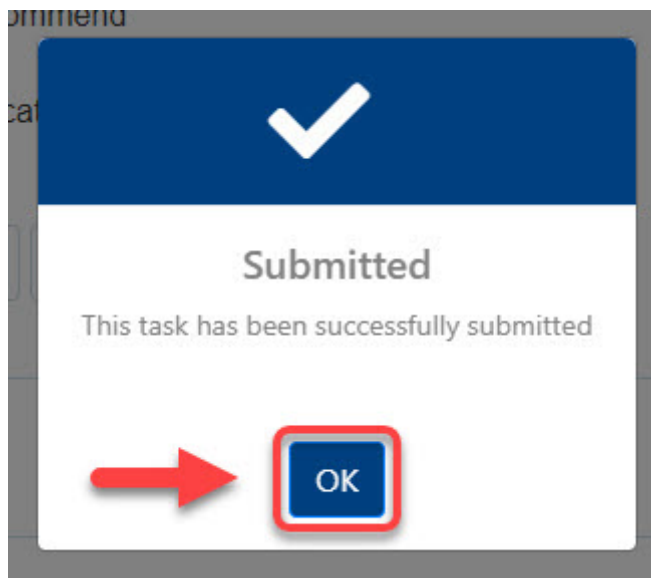
Comments(Optional)

Type your comments here

CANCEL CONFIRM

Step 18:

Click on the **OK** button



! The form will go to the VPAA / Provost

You will be notified when the form is ready for your review (continue with Step 19)

You will receive an email indicating there is a Faculty Early Retirement Program Request form ready for your review

Step 19:

Click the **View Form** link OR



Faculty Early Retirement Program Request - Pending Review

Dear Academic HR Team,

The Faculty Early Retirement Program Request form for **Tony Stark** is pending your review.

How to access the form

- Click here to [View Form](#)

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

If you have any questions, please contact Academic HR at academichr@fullerton.edu

Thank you,

Academic HR Team

This is an automatically generated email. Please do not reply to this email.

[I completed the form.](#)

[Thank you!](#)

[Did you request this?](#)

☐ Are the suggestions above helpful? [Yes](#) [No](#)

[Reply](#)

[Reply all](#)

[Forward](#)

Go to CSUF Forms

under **My Tasks**, click the appropriate form

CSUF Forms								
HOME MY FORMS MY DRAFTS MY TASKS HELP REPORTS								
Type here to search								
Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date	
<input type="checkbox"/> Academic HR Review	MEDIUM	Tony Stark 800123456	HR-Unit-Reviewers	Faculty Early Retirement Program Request	ACTIVE	1/27/2022 1:55:38 PM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/26/2022 12:14:59 PM		
<input type="checkbox"/>	MEDIUM			Pre-Retirement Reduction in Time Base Request	ACTIVE	1/26/2022 12:14:42 PM		
<input type="checkbox"/>	MEDIUM			Pre-Retirement Reduction in Time Base Request	ACTIVE	1/25/2022 5:18:50 PM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/25/2022 10:26:29 AM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/25/2022 9:31:40 AM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/18/2022 12:14:11 AM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	1/5/2022 3:20:06 PM		
<input type="checkbox"/>	MEDIUM			Faculty Early Retirement Program Request	ACTIVE	12/14/2021 2:45:07 AM		
<input type="checkbox"/>	MEDIUM			Campus Solution Access Request	ACTIVE	12/9/2021 4:06:55 AM		

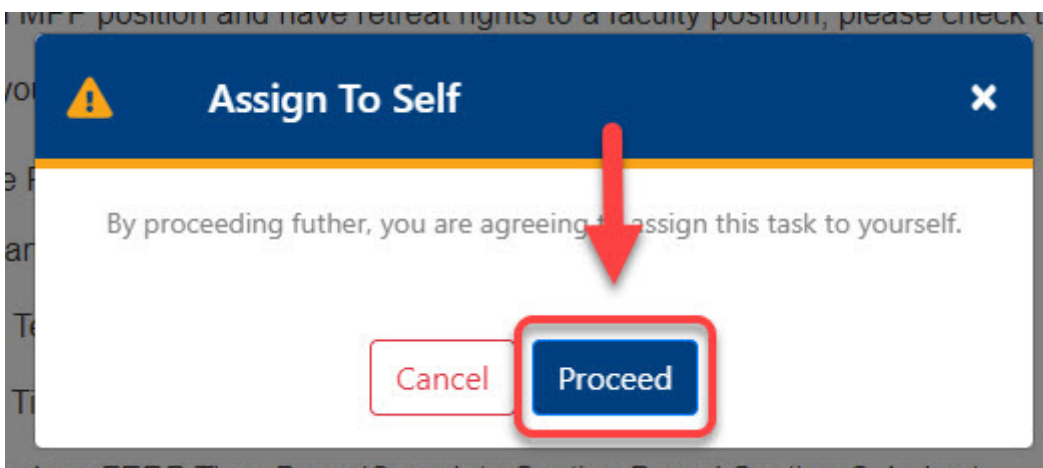
Show 10 entries

Showing 1 to 10 of 40 entries

1 2 3 4

Step 20:

Click the **Proceed** button



Step 21:

Review the information provided in the **Participation Details** tab

Academic HR Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

* CUID: 80023456 * Print Name: Tony Stark * Department: Economics

If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member.

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A, below)
- ☐ Change FERP Term (Complete Section B, below)
- ☐ Reduce FERP Time Base (Complete Section C, below)
- ☐ Change and Reduce FERP Time Base (Complete Section B, and Section C, below)
- ☐ End FERP Participation (Complete Section D, below)

Section A.

I would like to START FERP by working:

- ☐ Fall Semesters only
- ☐ Spring Semesters only
- ☐ Academic Year (Both Fall and Spring Semesters)

* Effective Academic Year:

* Expected Retirement Date: mm/dd/yyyy

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment.

☐ Yes ☐ No

Section B.

I would like to CHANGE my FERP term:

FROM	TO
<input type="radio"/> Fall Semester	<input type="radio"/> Fall Semester
<input type="radio"/> Spring Semester	<input type="radio"/> Spring Semester
<input type="radio"/> Academic Year	<input type="radio"/> Academic Year

Effective Academic Year:

Section C.

REDUCE FERP Time Base

FROM	TO
<input type="radio"/> 1.0 FTE	<input type="radio"/> <input type="text"/> FTE
<input type="radio"/> 0.5 FTE	
<input type="radio"/> Other	

*Time base reduction is permanent for duration of FERP assignment.

Section D.

I would like to END my participation in FERP, my last semester working will be:

☐ Fall Semester ☐ Spring Semester

End Participation Year:

Generate PDF

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Step 22:

Click on the **Signature and Acknowledgement** tab

Academic HR Review

Form Workflow Details



Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

* CWID

800123456

* Print Name

Tony Stark

* Department

Economics

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)

Step 23:

Review the comments (if any provided)

Academic HR Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

Self Signature and Comments

☐ Please check the box to indicate that you have completed the review

* Signature _____

* Date _____

Comments (optional) _____

Chair/President's Signature and Comments

☐ Recommended ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature _____

* Date _____

* Reason for Review _____

Comments (optional) _____

Chair's Signature and Comments

☐ Recommended ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature _____

* Date _____

* Reason for Review _____

Comments (optional) _____

Faculty Member's Signature and Comments

☐ Please check the box to indicate that you have completed the review

* Signature _____

* Date _____

* Reason for Review _____

Comments (optional) _____

Signature and Comments

☐ Please check the box to indicate that you have completed the review

* Signature _____

* Date _____

* Reason for Review _____

Comments (optional) _____

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Step 24:

Check the checkbox to indicate that you have completed the review

AHR Signature and Comments



☐ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

The **Signature** and the **Date** field will populate once you check the checkbox

AHR Signature and Comments

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

Step 25: (Optional)

Leave a comment in the **Comments (optional)** field

AHR Signature and Comments

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Clay Qaurtermain

01 / 27 / 2022

Comments (optional)



Step 26:

Click on the **Approve** button

Deny **Approve** Delegate

Academic HR Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

AHR Signature and Comments

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)



Chair

You will receive an email indicating there is a Faculty Early Retirement Program Request form ready for your review

Step 1:

Click the **View Form** link OR



Faculty Early Retirement Program Request - Pending Review

Dear Phil Coulson,

The Faculty Early Retirement Program Request form for Tony Stark is pending your review.

How to access the form

- Click here to [View Form](#)

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

If you have any questions, please contact Academic HR at academichr@fullerton.edu

Thank you,

Academic HR Team

This is an automatically generated email. Please do not reply to this email.

[I completed the form.](#)

[Did you request this?](#)

[Thank you!](#)

☐ Are the suggestions above helpful? [Yes](#) [No](#)

[Reply](#)

[Reply all](#)

[Forward](#)

Go to CSUF Forms

under **My Tasks**, click the appropriate form

CSUF Forms

HOME MY FORMS MY DRAFTS **MY TASKS** HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
Chair Review	MEDIUM	Tony Stark 800123456		Faculty Early Retirement Program Request	ACTIVE	1/27/2022 1:36:51 PM	

Show 10 entries Showing 1 to 2 of 2 entries

Step 2:

Review the information provided in the **Participants Details** tab

Form Workflow Details Chair Review

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details * CWID 800123456 * Print Name Tony Stark * Department Economics

Signature and Acknowledgement

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☒ End FERP Participation (Complete Section D. below)

Section A.
I would like to START FERP by working:

- ☐ Fall Semesters only
- ☐ Spring Semesters only
- ☐ Academic Year (Both Fall and Spring Semesters)

* Effective Academic Year:

* Expected Retirement Date: mm/dd/yyyy

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment:
☐ Yes ☐ No

Section B.
I would like to CHANGE my FERP term:

FROM

- ☐ Fall Semester
- ☐ Spring Semester
- ☐ Academic Year

TO

- ☐ Fall Semester
- ☐ Spring Semester
- ☐ Academic Year

Effective Academic Year:

Section C.
REDUCE FERP Time-Base

FROM

- ☐ 1.0 FTE
- ☐ 0.5 FTE
- ☐ Other

TO FTE

*Time base reduction is permanent for duration of FERP assignment.

Section D.
I would like to END my participation in FERP, my last semester working will be:

☐ Fall Semester ☐ Spring Semester

End Participation Year:

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Step 3:

Click on the **Signature and Acknowledgement** tab

Participation Details * CWID 800123456 * Print Name Tony Stark * Department Economics

Signature and Acknowledgement

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☒ End FERP Participation (Complete Section D. below)

Step 4:

Review the comments (if any provided)

Participation Details	Chair's Signature and Comments
Signature and Acknowledgement	<input type="radio"/> Recommend <input type="radio"/> Do Not Recommend <input type="checkbox"/> Please check the box to indicate that you have completed the review <div>* Signature * Date</div> <div>mm/dd/yyyy</div> <div>Comments (optional)</div> <div></div>
	Faculty Member's Signature and Comments <input checked="" type="checkbox"/> Please check the box to indicate that you have completed the review <div>* Signature * Date</div> <div>Tony Stark 01/27/2022</div> <div>Comments (optional)</div> <div>The applicant has completed the review. The applicant has been recommended for the award. The applicant has been recommended for the award.</div>
	Signature and Comments <input checked="" type="checkbox"/> Please check the box to sign the form <div>* Signature * Date</div> <div>mm/dd/yyyy 01/27/2022</div> <div>Comments (optional)</div> <div></div>

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Step 5:

Indicate your decision of **Recommend** or **Do Not Recommend**

Chair's Signature and Comments

→ ☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature * Date

mm/dd/yyyy

Comments (optional)

Step 6:

Check the checkbox to indicate you have completed the review

Chair's Signature and Comments

☒ Recommend ☐ Do Not Recommend



☐ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

The **Signature** and the **Date** filed will populate once you check the box

Chair's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

Step 7: (Optional)

Leave a comment in the **Comments (optional)** field

Chair's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

* Signature

Phil Coulson

* Date

01/27/2022

Comments (optional)



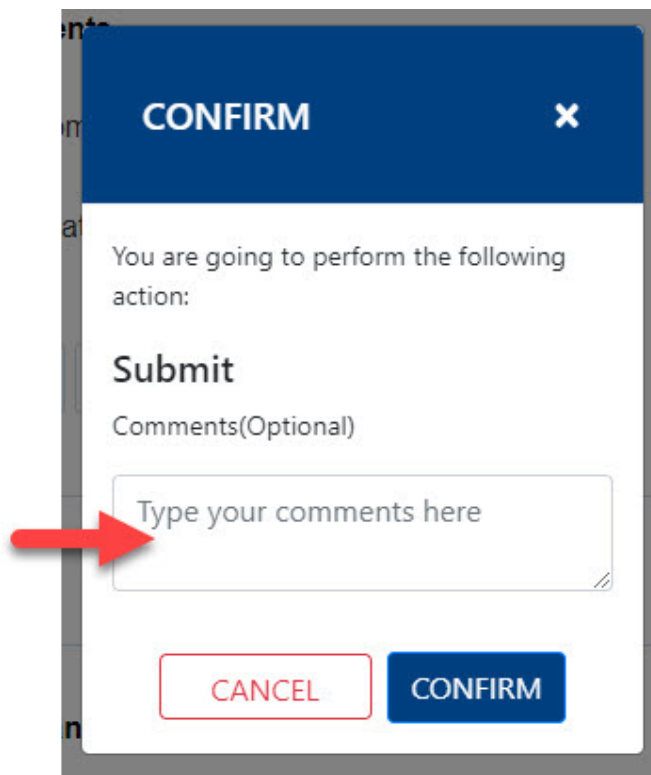
Step 8:

Click on the **Submit** button

The screenshot shows the 'Chair Review' section of the 'Faculty Early Retirement Program Request' form. At the top right, there are three buttons: 'Submit', 'Reject', and 'Delegate'. The 'Submit' button is highlighted with a red box, and a red arrow points to it from below. The form includes sections for 'Participation Details', 'Signature and Acknowledgement', and 'Chair's Signature and Comments'. The 'Chair's Signature and Comments' section contains the same form elements as shown in the previous block: radio buttons for 'Recommend' and 'Do Not Recommend', a checked checkbox for 'Please check the box to indicate that you have completed the review', signature and date fields (filled with 'Phil Coulson' and '01/27/2022'), and a 'Comments (optional)' text area.

Step 9: (Optional)

Leave a comment in the **Comments(Optional)** field



CONFIRM ×

You are going to perform the following action:

Submit

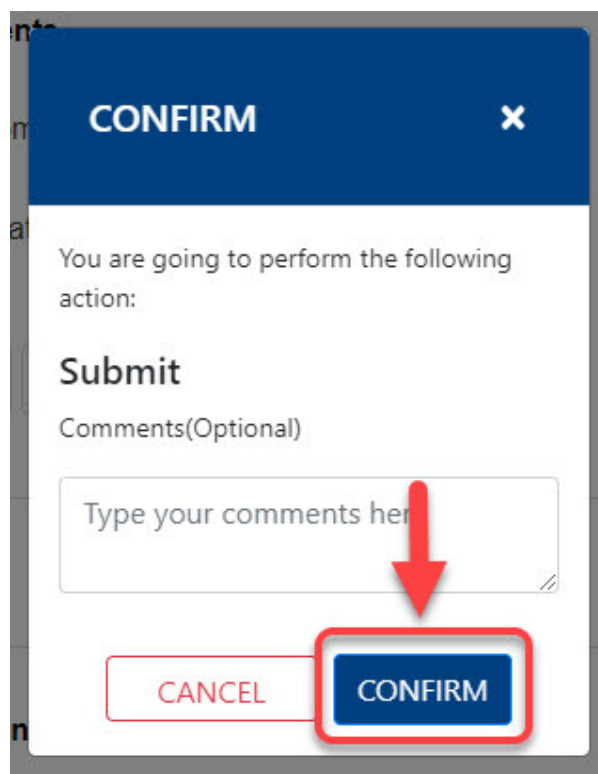
Comments(Optional)

Type your comments here

CANCEL **CONFIRM**

Step 10:

Click on the **Confirm** button



CONFIRM ×

You are going to perform the following action:

Submit

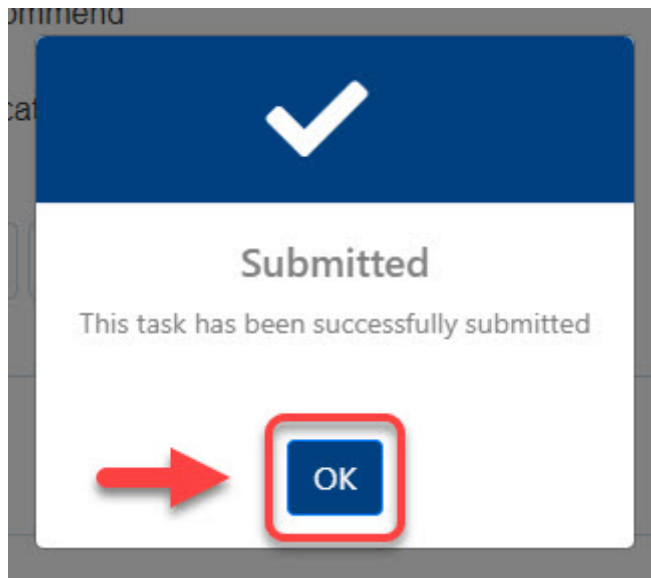
Comments(Optional)

Type your comments here

CANCEL **CONFIRM**

Step 11:

Click on the **OK** button



Dean

You will receive an email indicating there is a Faculty Early Retirement Program Request form ready for your review

Step 1:

Click the **View Form** link OR



Faculty Early Retirement Program Request - Pending Review

Dear Nick Fury,

The Faculty Early Retirement Program Request form for Tony Stark is pending your review.

How to access the form

- Click here to [View Form](#)

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

If you have any questions, please contact Academic HR at academichr@fullerton.edu

Thank you,

Academic HR Team

This is an automatically generated email. Please do not reply to this email.

[I completed the form.](#)

[Did you request this?](#)

[Thank you!](#)

Are the suggestions above helpful? [Yes](#) [No](#)

[Reply](#)

[Reply all](#)

[Forward](#)

Go to CSUF Forms

under **My Tasks**, click the appropriate form

The screenshot shows the 'CSUF Forms' application interface. The 'MY TASKS' tab is selected. Below the navigation bar is a search bar and a table of tasks. The table has columns: Title, Priority, Description, Assignee, Workflow, Status, Start Date, and Due Date. There is one task listed: 'Dean Review' with a priority of 'MEDIUM', description 'Tony Stark 800123456', and status 'ACTIVE'. The 'Dean Review' title is highlighted with a red box, and a red arrow points to it. At the bottom left, it says 'Show 10 entries' and at the bottom center, 'Showing 1 to 2 of 2 entries'.

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
Dean Review	MEDIUM	Tony Stark 800123456		Faculty Early Retirement Program Request	ACTIVE	1/27/2022 1:41:07 PM	

Step 2:

Review the information provided in the **Participation Details** tab

Dean Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

* CWID: 800123456 * Print Name: Tony Stark * Department: Economics

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)
- ☐ Reduce FERP Time-Base (Complete Section C. below)
- ☐ Change and Reduce FERP Time-Base (Complete Section B. and Section C. below)
- ☐ End FERP Participation (Complete Section D. below)

Section A.

I would like to START FERP by working:

- ☐ Fall Semesters only
- ☐ Spring Semesters only
- ☐ Academic Year (Both Fall and Spring Semesters)

* Effective Academic Year:

* Expected Retirement Date: mm / dd / yyyy

* I elect to carry 48 hours of my accrued sick leave into my FERP appointment:

☐ Yes ☐ No

Section B.

I would like to CHANGE my FERP term:

FROM	TO
<input type="radio"/> Fall Semester	<input type="radio"/> Fall Semester
<input type="radio"/> Spring Semester	<input type="radio"/> Spring Semester
<input type="radio"/> Academic Year	<input type="radio"/> Academic Year

Effective Academic Year:

Section C.

REDUCE FERP Time-Base

FROM	TO
<input type="radio"/> 1.0 FTE	<input type="text"/> FTE
<input type="radio"/> 0.5 FTE	
<input type="radio"/> Other	

*Time base reduction is permanent for duration of FERP assignment

Section D.

I would like to END my participation in FERP, my last semester working will be:

☐ Fall Semester ☐ Spring Semester

End Participation Year:

Generate PDF

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Step 3:

Click the **Signature and Acknowledgement** tab

Dean Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

* CWID: 800123456 * Print Name: Tony Stark * Department: Economics

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

- ☐ Begin FERP Participation (Complete Section A. below)
- ☐ Change FERP Term (Complete Section B. below)

Signature and Acknowledgement

Step 4:

Review the comments (if any provided)

Dean Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgment

Dean's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature * Date mm/dd/yyyy

Comments (optional)

Chair's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature * Date mm/dd/yyyy

Comments (optional)

Faculty Member's Signature and Comments

☐ Please check the box to indicate that you have completed the review

* Signature * Date mm/dd/yyyy

Comments (optional)

Signature and Comments

☐ Please check the box to sign the form

* Signature * Date mm/dd/yyyy

Comments (optional)

Generate PDF

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Step 5:

Indicate your decision of **Recommend** or **Do Not Recommend**

Dean's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature

* Date

 mm/dd/yyyy

Comments (optional)

Step 6:

Check the checkbox to indicate that you have completed the review

Dean's Signature and Comments

☒ Recommend ☐ Do Not Recommend



☐ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

The Signature and the Date field will populate upon checking the box

Dean's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

Step 7: (Optional)

Leave a comment in the **Comments (optional)** field

Dean's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Nick Fury

01/27/2022

Comments (optional)



Step 8:

Click on the **Submit** button

Submit
 Reject
 Delegate
✕

Dean Review

Form
Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

Dean's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

* Signature

Nick Fury

* Date

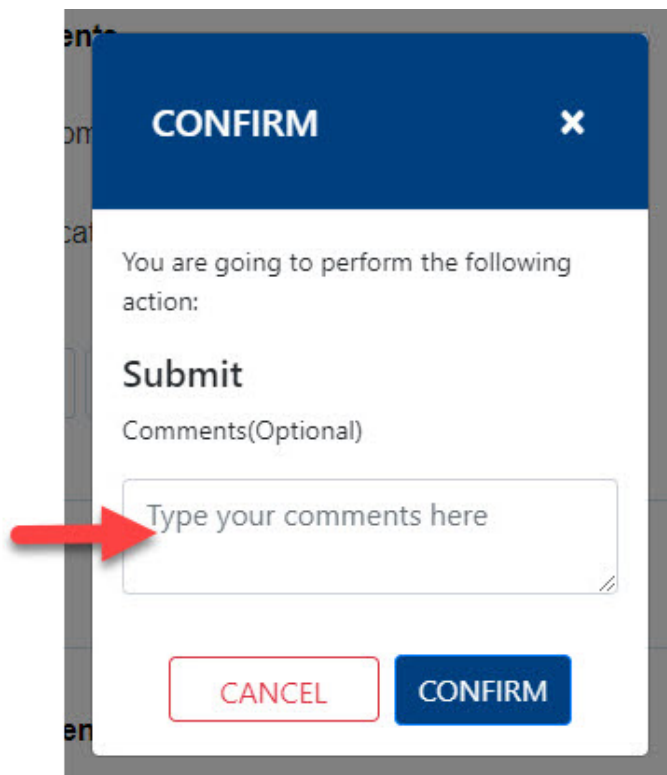
01/27/2022

Comments (optional)



Step 9: (Optional)

Leave a comment in the **Comments(Optional)** field



CONFIRM ✕

You are going to perform the following action:

Submit

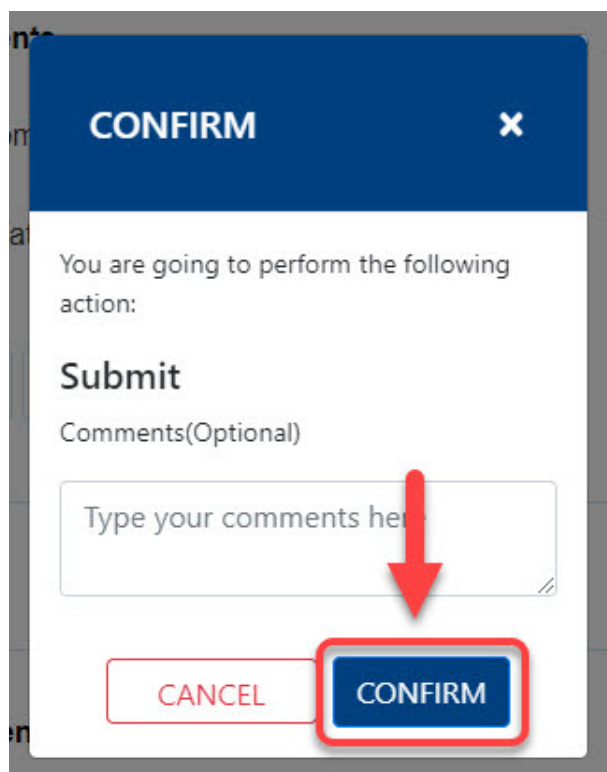
Comments(Optional)

Type your comments here

CANCEL CONFIRM

Step 10:

Click on the **Confirm** button



CONFIRM ✕

You are going to perform the following action:

Submit

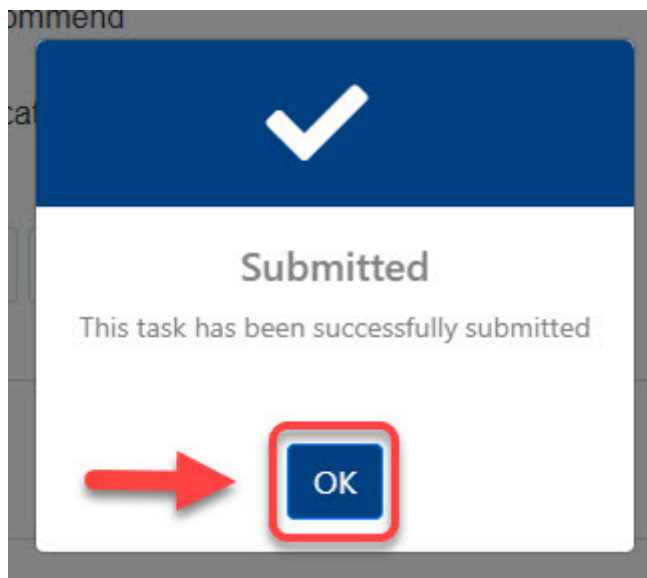
Comments(Optional)

Type your comments here

CANCEL CONFIRM

Step 11:

Click on the **OK** button



VPAA / Provost

You will receive an email indicating there is a Faculty Early Retirement Program Request form ready for your review

Step 1:

Click the **View Form** link OR



Faculty Early Retirement Program Request - Pending Review

Dear Alexander Pierce,

The Faculty Early Retirement Program Request form for Tony Stark is pending your review.

How to access the form

- Click here to [View Form](#)

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

If you have any questions, please contact Academic HR at academichr@fullerton.edu

Thank you,

Academic HR Team


This is an automatically generated email. Please do not reply to this email.

[I completed the form.](#) [Did you request this?](#) [Thank you!](#)

☐ Are the suggestions above helpful? [Yes](#) [No](#)

[← Reply](#) [↶ Reply all](#) [→ Forward](#)

Go to CSUF Forms
under **My Tasks**, click the appropriate form



CSUF Forms

HOME

MY FORMS

MY DRAFTS

MY TASKS

HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input type="checkbox"/> VP/Provost Review	MEDIUM	Tony Stark 800123456	AVP-Provost-Reviewers	Faculty Early Retirement Program Request	ACTIVE	1/27/2022 1:48:10 PM	
<input type="checkbox"/>	MEDIUM			Chair/Director Application	ACTIVE	1/14/2022 2:21:08 PM	
<input type="checkbox"/>	MEDIUM			Chair/Director Application	ACTIVE	12/6/2021 11:55:35 PM	
<input type="checkbox"/>	MEDIUM			Chair/Director Application	ACTIVE	10/14/2021 3:01:50 AM	
<input type="checkbox"/>	MEDIUM			Chair/Director Application	ACTIVE	10/12/2021 3:26:32 AM	
<input type="checkbox"/>	MEDIUM			Timebase Change Request	ACTIVE	4/13/2021 1:53:09 PM	

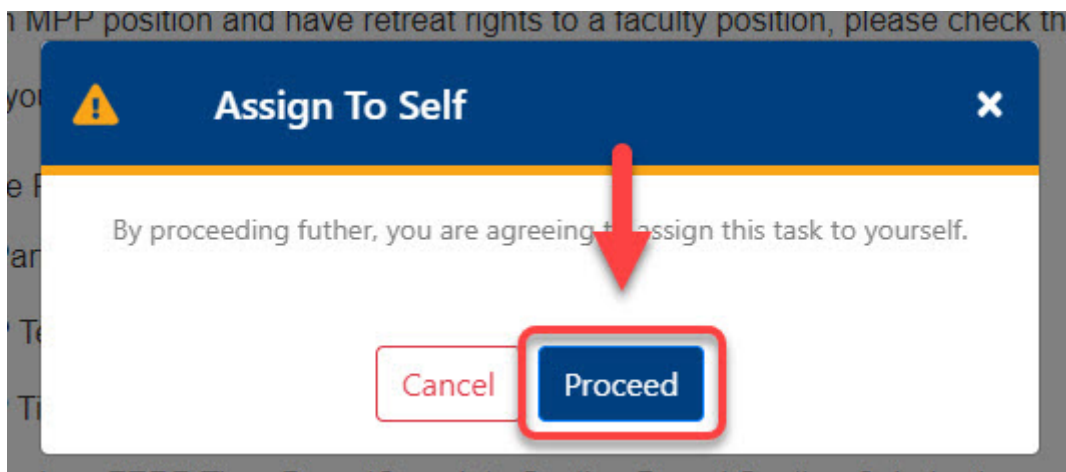
Show10entries

Showing 1 to 6 of 6 entries

1

Step 2:

Click on the **Proceed** button



Step 3:

Review the information provided in the **Participation Details** tab

Step 4:

Click on the **Signature and Acknowledgement** tab

VP/Provost Review

Form Workflow Details



Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

<div>Participation Details</div> <div>Signature and Acknowledgement</div>	* CWID	* Print Name	* Department
	800123456	Tony Stark	Economics

☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and select the academic department that you will return to as a faculty member

Please select the FERP participation action you are requesting:

☐ Begin FERP Participation (Complete Section A. below)

☐ Change FERP Term (Complete Section B. below)

Step 5:

Review the comments (if any provided)

VP/Provost Review

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

Use President's/Provost's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature _____ * Date _____

Comments (optional) _____

Dean's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature _____ * Date _____

Week Entry _____

Comments (optional) _____

Chair's Signature and Comments

☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature _____ * Date _____

PHD Outlines _____

Comments (optional) _____

Faculty Member's Signature and Comments

☐ Please check the box to indicate that you have completed the review

* Signature _____ * Date _____

Tony Stark _____

Comments (optional) _____

Signature and Comments

☐ Please check the box to sign the form

* Signature _____ * Date _____

Comments (optional) _____

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Step 6:

Indicate your decision of **Recommend** or **Do Not Recommend**

Vice President's/Provost's Signature and Comments



☐ Recommend ☐ Do Not Recommend

☐ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

Step 7:

Check the checkbox to indicate you have completed the review

Vice President's/Provost's Signature and Comments

☒ Recommend ☐ Do Not Recommend



☐ Please check the box to indicate that you have completed the review

* Signature

* Date

Comments (optional)

The **Signature** and the **Date** field will populate once you check the checkbox

Vice President's/Provost's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

Alexander Pierce

01/27/2022

Comments (optional)

Step 8: (Optional)

Leave a comment in the **Comments (optional)** field

Vice President's/Provost's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

* Signature

* Date

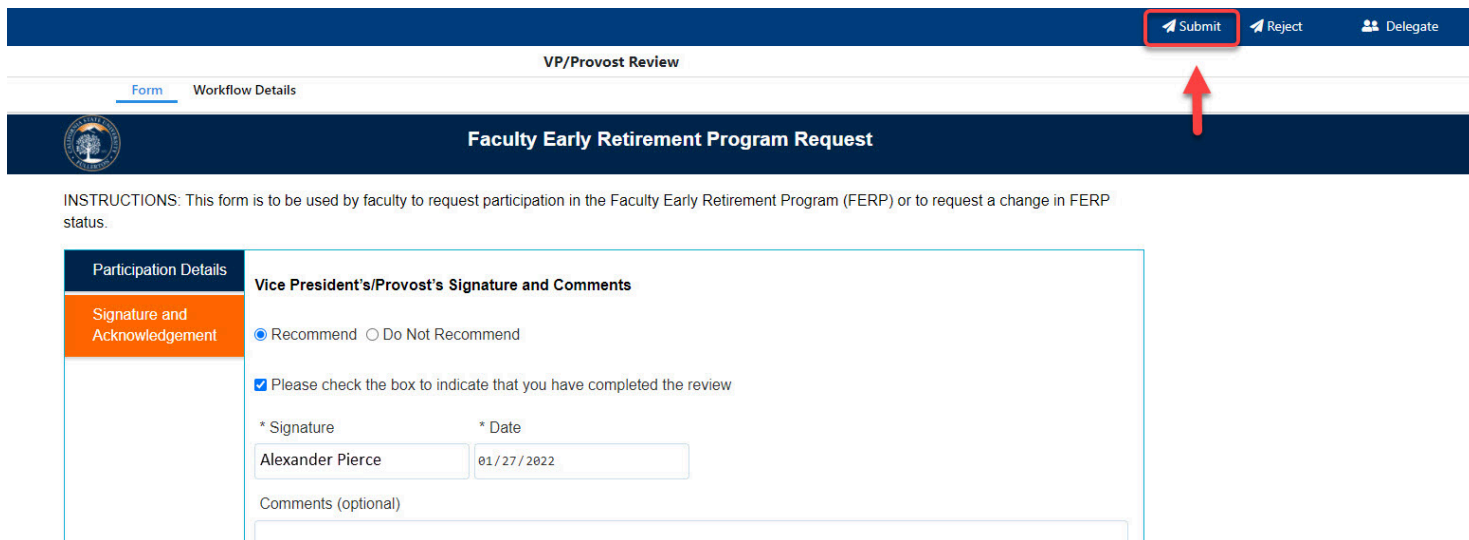
Alexander Pierce

01/27/2022

Comments (optional)

Step 9:

Click on the **Submit** button



VP/Provost Review

Form Workflow Details

Faculty Early Retirement Program Request

INSTRUCTIONS: This form is to be used by faculty to request participation in the Faculty Early Retirement Program (FERP) or to request a change in FERP status.

Participation Details

Signature and Acknowledgement

Vice President's/Provost's Signature and Comments

☒ Recommend ☐ Do Not Recommend

☒ Please check the box to indicate that you have completed the review

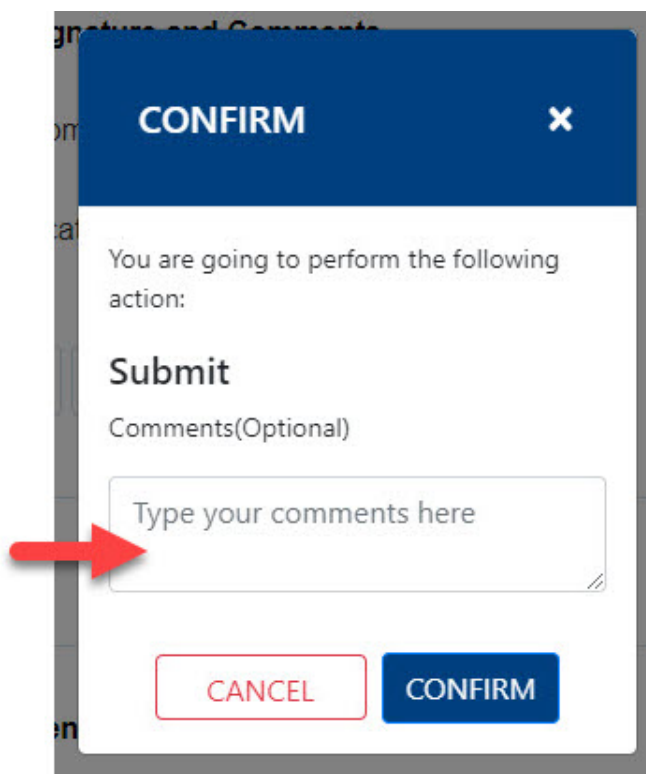
* Signature * Date

Alexander Pierce 01/27/2022

Comments (optional)

Step 10: (Optional)

Leave a comment in the **Comments(Optional)** field



CONFIRM X

You are going to perform the following action:

Submit

Comments(Optional)

Type your comments here

CANCEL CONFIRM

Step 11:

Click on the **Confirm** button

CONFIRM ×

You are going to perform the following action:

Submit

Comments(Optional)

Type your comments here

CANCEL **CONFIRM**

Step 12:

Click on the **OK** button

Submitted

This task has been successfully submitted

OK

Need More Help?

For more information or questions about the process, contact Academic HR at academichr@fullerton.edu.

For technical assistance, contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.