

Pre-Retirement Reduction in Time Base (PRTB) Form

This guide will walks you through the workflow and how to fill out the Pre-Retirement Reduction in Time-Base form.

Workflow



How to Fill Out the PRTB Form

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

Faculty

<u>Step 1:</u>

Login to CSUF Forms

<u>Step 2:</u>

FULLERTON

Type 'PRTB' into the search bar

The Pre-Retirement Reduction in Time-Base form will populate below

CSUF Forms			(
PRTB			
Form Name		*	Actions
Pre-Retirement Reduction in Time Base Request Form (PRTB)			1
Show 10 V entries	Showing 1 to 1 of 1 entries (filtered from 66 total entries)		

<u>Step 3:</u>

Click on the airplane icon to launch the form

CSUF Forms		
HOME MY FORMS MY DRAFTS MY TASKS HELP		
PRTB		
Form Name	<u>۸</u>	Actions
Pre-Retirement Reduction in Time Base Request Form (PRTB)		
Show 10 V entries	Showing 1 to 1 of 1 entries (filtered from 66 total entries)	

<u>Step 4:</u>

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

Employee Information	Employee Information		
Signature and Acknowledgement	* CWID	* Print Name	* Department
	Select Participation	Change Participation O End P	articipation

Upon hitting Enter, the Print Name and Department fields will populate



Employee nformation	Employee Information	n	
Signature and	* CWID	* Print Name	* Department
Acknowledgement	800123456	Tony Stark	Science

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

<u>Step 5:</u>

Read the statement

Employee Information

* CWID	* Print Name	* Department	
800123456	Tony Stark	Economics	
If you are in an MPP position	and have retreat rights to a fact	ulty position, please check this box	and select the academic
department that you will return t	to as a faculty member		
Select Participation			
○ Begin Participation ○ Change	e Participation O End Participa	tion	

<u>Step 6:</u>

If this applies to you, check the box



Employee Information

	* CWID	* Print Name	* Department	
	800123456	Tony Stark	Economics	
• (you are in an MPP position department that you will return t	and have retreat rights to a facult o as a faculty member	y position, please check this box	and select the academic

Select Participation

 \bigcirc Begin Participation \bigcirc Change Participation \bigcirc End Participation

Upon checking the box, the following fields will show below

* CWID	* Print Name	* Department
800123456	Tony Stark	Dean COMM
	- '4'	
If you are in an MPP pos	sition and have retreat rights	to a faculty position, please check this box and select the acade
department that you will re	sition and have retreat rights	to a faculty position, please check this box and select the acade
department that you will re	turn to as a faculty member	to a faculty position, please check this box and select the acade

Step 7:

Enter Department name (or partial name) in the **Search Department** field and hit enter

This will populate the Dept Name options



Pre-Retirement Reduction in Time Base (PRTB) Form // Downloaded: 03-26-2024 // Disclaimer: This **Page 4** document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

FULLERTON

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



<u>Step 9:</u>

Select the appropriate department

Search Department	Dept Name	Dept ID
Comm Please select the FERP particle O Begin FERP Participation (Human Communication Studies Comm Sciences and Disorders Communications Dean COMM Instruction COMM 	~
O Begin FERP Participation (

Upon selecting the department, the **Dept ID** field will populate

Search Department	Dept Name		Dept ID	
comm	Communications	~	11249	~

<u>Step 10:</u>

Indicate your **Participation** by clicking on the respective radio dial

Employee Information	Employee Informatio	n	
Signature and	* CWID	* Print Name	* Department
Acknowledgement	800123456	Tony Stark	Science
	Select Participation		
	⊖ Begin Participation	⊖ Change Participation ⊖ End P	Participation



<u>Step 11:</u>

Select the link for instructions on your preferred participation option

Begin Participation

Once you select the **Begin Participation** option the **Begin Participation** section will become enabled

	* CW/ID	* Drint Namo	* Department	
nature and	CWID	Philit Name	Department	
knowledgement	800123456	Tony Stark	Science	
	Select Participation			
	● Begin Participation ○ Char	nge Participation O End Particip	pation	
	BEGIN PARTICIPATION		CHANGE PARTICIPATION	
				1
	Effective: Academic Year	·	FROM	то
	Requested Time Base:	○ Two-Thirds (2/3)	Two-Thirds (2/3)	One-Half (1/2)
		Timebase	Timebase	Timebase
		○ One-Half (1/2) Timebase	One-Half (1/2)	One-Third (1/3)
		O One-Third (1/3) Timebase	Timebase	Timebase
	N N		One-Third (1/3)	
			limebase	

Step A:

Click on the Effective: Academic Year drop-down caret



Employee Information	Employee Information			
Signature and	* CWID	* Print Name	* Department	
Acknowledgement	800123456	Tony Stark	Science	
	Select Participation			
	● Begin Participation ○ Char	nge Participation) End Participa	tion	
	BEGIN PARTICIPATION		CHANGE PARTICIPATION	
	Effective: Academic Year			
			FROM	то
	Requested Time Base:	O Two-Thirds (2/3)	○ Two-Thirds (2/3)	One-Half (1/2)
		Timebase	Timebase	Timebase
		○ One-Half (1/2) Timebase	One-Half (1/2)	One-Third (1/3)
		O One-Third (1/3) Timebase	Timebase	Timebase
			One-Third (1/3)	
			Timebase	
			Effective: Academic Year	

Step B:

Select the appropriate Academic Year range



Step C:



Select the appropriate Requested Time Base option



Change Participation

Once you select the **Change Participation** option the **Change Participation** section will become enabled



Employee Information	Employee Information			
Signature and	* CWID	* Print Name	* Department	
Acknowledgement	800123456	Tony Stark	Science	
	Select Participation O Begin Participation Chai BEGIN PARTICIPATION	nge Participation \bigcirc End Participa		
	Effective: Academic Year		FROM	то
	Requested Time Base:	 Two-Thirds (2/3) Timebase One-Half (1/2) Timebase One-Third (1/3) Timebase 	 Two-Thirds (2/3) Timebase One-Half (1/2) Timebase One-Third (1/3) Timebase 	 One-Half (1/2) Timebase One-Third (1/3) Timebase
			Effective: Academic Year	

Step A:

Select the appropriate option from the 'FROM' section under Change Participation





Step B:

Select the appropriate option from the '**TO**' section under Change Participation



Step C:

Click on the **Effective: Academic Year** drop-down caret



FROM	то
• Two-Thirds (2/3)	○ One-Half (1/2)
Timebase	Timebase
One-Half (1/2)	One-Third (1/3)
Timebase	Timebase
One-Third (1/3)	
Timebase	

Step D:

Select the appropriate Academic Year range

	N
FROM	то
• Two-Thirds (2/3)	⊖ One-Half (1/2)
Timebase	Timebase
○ One-Half (1/2)	2021-2022 2022-2023
Timebase	2023-2024 2024-2025
O One-Third (1/3)	2025-2026 2026-2027
Timebase	2027-2028 2028-2029 2029 2029 2020 2020
	2030-2030
Effective: Academic Year	v v



End Participation

Once you select the **End Participation** option the **End Participation** section will become enabled

Select Participation

○ Begin Participation ○ Change Participation ● End Participation

Step A:

Check the acknowledgement box to confirm your wish to end participation



Step B:

Click the calendar icon

END PARTICIPATION		1
I wish to end my participation and elect a service	Anticipated Retirement Date	
retirement in accordance with Article 30 of the Unit 3 CBA.	mm/dd/yyyy	
		$\mathbf{\vee}$

Step C:

Select the appropriate date



One-Third (1/3) Timebase	lan	January 2022 - A			^		Timebase	
	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	v
	. 16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
ND PARTICIPATION	30	31	1	2	3	4	5	
I wish to end my participation and elect a service		Clear Today						
etirement in accordance with Article 30 of the Unit 3 CBA.	mm / c	dd / yy	ууу				_	

Step 12:

Click the Signature and Acknowledgment tab

Employee Information	Employee Information				
Signature and	* CWID	* Print Name	* Department		
Acknowledgement	800123456	Tony Stark	Science		
	Select Participation Begin Participation Change Participation End Participation 				
	BEGIN PARTICIPATION		CHANGE PARTICIPATION		

<u>Step 13:</u>

Check the checkbox to Sign the form



Employee Information	Signatur and Comm	ents	
Signature and Acknowledgement	lease check the bo	ox to sign the form	
	* Signature	* Date	
		mm/dd/yyyy	
	Comments (optional)		

Upon checking the box, your **Signature** and the **Date** will populate

Signature and Comm	nents
Please check the bo	ox to sign the form
* Signature	* Date
Tony Stark	01/27/2022
Comments (optional)	
	Signature and Comm Please check the bo Signature Tony Stark Comments (optional)

Step 14: (Optional)

Leave a comment in the Comments (optional) field

Employee Information	Signature and Comm	ents
Signature and	Please check the bo	ex to sign the form
Acknowledgement	* Signature	* Date
	Tony Stark	01/27/2022
	Comments (optional)	
-		



<u>Step 15:</u>

When you are ready to submit, click on the **Submit** button

Pre-Retirement Reduction in Time Base Re

INSTRUCTIONS: This form is to be used by faculty to request participation in Pre-Retirement Reduction in Time Base (PRTB) or to request a change in PRTB status.

quest

Employee Information	Signature and Comm	ents		
Signature and Acknowledgement	Please check the bo * Signature	x to sign the form * Date		
	Tony Stark	01/27/2022		
	Comments (optional)			
	-			h
Generate PDF Reset	Save Submit			

The page will refresh with a confirmation message

	Pre-Retirement Reduction in Time Base Request Form
	Thank you for submitting the Pre-Retirement Reduction in Time Base Request Form.
	© 2021 CSUF All Rights Reserved
•	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 v form	vill receive an email indicating there is a Pre Reduction in Time-Base Request ready for your review



<u>Step 16:</u>

Click the View Form link OR

CALIFORNIA STATE UNIVERSITY FULLERTON HUMAN RESOURCES, DIVERSITY & INCLUSION
Pre-Retirement Reduction in Timebase Request - Pending Review
Dear Tony Stark,
Please review the Faculty Early Retirement Program Request.
How to access the form
Click here to <u>View Form</u>
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

CSUF Forms								0
HOME MY FORMS MY DRAFTS	MY TASKS HELP							
Type here to search								= =
▲ Title		Priority	Description	🕴 Assignee 🖗	Workflow	Status	Start Date	🕴 Due Date 🕴
Faculty Review		MEDIUM	Tony Stark 800123456		Pre-Retirement Reduction in Time Base Request	ACTIVE	1/27/2022 10:23:37 AM	
Show 10 v entries				Showing 1 to 1 of 1 entr	ies			1

<u>Step 17:</u>

Click on the Signature and Acknowledgement tab



ATENTE				
		Pre-Retirement Re	eduction in Time Base Re	equest
STRUCTIONS: This fo	orm is to be used by fac	ulty to request participation in F	Pre-Retirement Reduction in Tim	e Base (PRTB) or to request a change
PR IB status.				
Employee Information	Employee Information	on		
Signature and	* CWID	* Print Name	* Department	
Acknowledgement	800123456	Tony Stark	Economics	
	☐ If you are in an MP	P position and have retreat rights t	to a faculty position, please check	this box and select the academic
	department that you v	vill return to as a faculty member		
	Soloct Participation			
	Select 1 articipation			

<u>Step 18:</u>

Read the Article 30/36 statement

		Pre-Retirement R	eduction in Time Base Request	
TRUCTIONS: This f RTB status.	orm is to be used by facul	Ity to request participation in	Pre-Retirement Reduction in Time Base (PR	ſB) or to request a chang
Employee Information	Faculty Member's Sig	nature and Comments	↓	
Signature and Acknowledgement	I understand my parti	icipation in PRTB shall make m	e ineligible for sabbatical leaves and leaves with	pay in accordance with
, and the second se	Article 30. I understand	that I shall be considered full-ti	me for the purpose of restrictions on additional e	mployment as provided in
	Article 30 and 36.			
	* Signature		* Date	
			mm/dd/yyyy	
	Comments (optional)			
	Signature and Comme	ents		
	Please check the box	to sign the form		
	* Signature	* Date		
	Maria Casanova	01/27/2022		
	Comments (optional)			
	I would like this req	uest processed asap.		

<u>Step 19:</u>

Check the box to acknowledge you read the statement



		Pre-Retirement R	eduction in Time Base Request	
TRUCTIONS: This RTB status.	form is to be used by facu	Ity to request participation ir	Pre-Retirement Reduction in Time Base	(PRTB) or to request a change
Employee Information	Facul Member's Sig	nature and Comments		
Signature and	nderstand my part	ticipation in PRTB shall make n	e ineligible for sabbatical leaves and leaves	with pay in accordance with
Acknowledgement	Article 30. I understand	I that I shall be considered full-	me for the purpose of restrictions on additio	nal employment as provided in
	Article 30 and 36.			
	* Signature		* Date	
			mm/dd/yyyy	
	Comments (optional)			
				ii.
	Signature and Comm	ents		
	Please check the bo	x to sign the form		
	* Signature	* Date		
	Maria Casanova	01/27/2022		
	Comments (optional)			
	I would like this req	uest processed asap.		

Your Signature and the Date will populate once the box is checked

Faculty Member's Signature and Comments

I understand my participation in PRTB shall make me ineligible for sabbatical leaves and leaves with pay in accordance with Article 30. I understand that I shall be considered full-time for the purpose of restrictions on additional employment as provided in Article 30 and 36.

* Signature	* Date	
Tony Stark	01/27/2022	
Comments (optional)		
		/i

Step 20: (Optional)

provide comments in the Comments (optional) field



Faculty Member's Signature and Comments

✓ I understand my participation in PRTB shall make me ineligible for sabbatical leaves and leaves with pay in accordance with Article 30. I understand that I shall be considered full-time for the purpose of restrictions on additional employment as provided in Article 30 and 36.

* 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 Workflo	w Details			T			
	Pre-Retirement Reduction in	Time Base Request					*
INSTRUCTIONS: This for in PRTB status.	m is to be used by faculty to request participation in Pre-Retirement	t Reduction in Time Base (PRTB) or to request a change				
Employee Information	Faculty Member's Signature and Comments						L
Signature and Acknowledgement	I understand my participation in PRTB shall make me ineligible for sa Article 30. I understand that I shall be considered full-time for the purpos Article 30. and 26.	abbatical leaves and leaves ose of restrictions on addition	with pay in accordance with al employment as provided in				L
	* Signature * Dat	te					Ŀ
	Comments (optional)	// 2022					Ŀ
			li				
	Signature and Comments						

Step 22: (Optional)

provide comments in the Comments (Optional) field





<u>Step 23:</u>

Click the **Confirm** button





<u>Step 24:</u>

Click the **OK** button



• The form will now proceed to the appropriate Chair and along the workflow path

Academic HR Team

You will receive an email indicating there is a Pre-Retirement Reduction in Timebase Request form ready for your review

Step 1:

Click the View Form link OR



	EVENTS OF A CONTRACT OF A CONT	
	Pre-Retirement Reduction in Timebase Request - Pending Review	
Dear Acaden	nic HR Team,	
Please reviev	w the Pre-Retirement Reduction in Timebase Request form.	
How to acce	ess the form	
Click here	e to <u>View Form</u>	
Please conta	act the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.	
If you have a	any questions, please contact Academic HR at academichr@fullerton.edu	
Thank you,		
Academic HF	R Team	
This is an autom	natically generated email. Please do not reply to this email.	
Thank you!	I completed the form. I completed it.	
💭 Are the sug	gestions above helpful? Yes No	
Poply	// Penhvall > Fernuard	

Go to CSUF Forms

under My Tasks, click the appropriate form

٢	CSUF Forms							0
HOME	MY FORMS MY DRAFTS	MY TASKS HELP REPORTS -						
Type h	ere to search							
	Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
	Academic HR Review	MEDIUM	Tony Stark 800123456	HR-Unit-Reviewers	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/27/2022 10:19:00 AM	
		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	

<u>Step 2:</u>

Click the **Proceed** button





<u>Step 3:</u>

Review the information provided

Employee Information	Employee Information			
Signature and	* CWID	* Print Name	* Department	
Acknowledgement	800123456	Tony Stark	Economics	
	If you are in an MPP positi	on and have retreat rights to a fac	ulty position, please check this bo	ox and select the academic
	department that you will retur	n to as a faculty member		
	Select Participation			
1	 Begin Participation Cha 	nge Participation O End Participa	tion	
	BEGIN PARTICIPATION		CHANGE PARTICIPATION	
	Effective: Academic Year	~	FROM	то
	Requested Time Base:	 Two-Thirds (2/3) 	Two-Thirds (2/3)	One-Half (1/2)
\rightarrow		Timebase	Timebase	Timebase
		One-Half (1/2) Timebase	One-Half (1/2)	One-Third (1/3)
		One-Third (1/3) Timebase	Timebase	Timebase
			One-Third (1/3)	
			Timebase	
			Effective: Academic Year	2022-2023 ~
	END PARTICIPATION			
	I wish to end my particip	ation and elect a service	Anticipated Retirement Date	
	- I wanto ond my particip	anon and clock a solvice	mm/dd/vvvv	

Step 4:

Click the Signature and Acknowledgement tab





<u>Step 5:</u>

Review the comments (if any provided)

Employee Information	Signature and Comm	nents
Signature and	Please check the bo	ox to sign the form
Acknowledgement	* Signature	* Date
	Tony Stark	01/27/2022
	Comments (optional)	

<u>Step 6:</u>

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

FULLERTON

						🖪 Submit	🖪 Reject	🚢 Delegate	×
			Academic HR Revie	w	,				Ĩ
Form Workflow	/ Details					-			
		Pre	e-Retirement Reduc	tion in Time Base Request		U			
INSTRUCTIONS: This for in PRTB status.	m is to be used by facu	ulty to requ	est participation in Pre-Re	etirement Reduction in Time Base (PRTB) or	to request a change				
Employee Information	Signature and Comme	nents							
Signature and Acknowledgement	Please check the box	ox to sign the	e form						
	Signature	0	1/27/2022						
	Comments (optional)								
	<u> </u>				18				
Generate PDF									

Step 7: (Optional)

provide comments in the Comments (Optional) field



<u>Step 8:</u>

FULLERTON

Click the **Confirm** button



<u>Step 9:</u>

Click the **OK** button





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 Pre-Retirement Reduction in Timebase Request form ready for your review

Step 10:

Click the View Form link OR

ELLIFORNA STATE UNIVERSITY FULLERTON HUMAN RESOURCES, DIVERSITY & INCLUSION	
Pre-Retirement Reduction in Timebase Request - Pe	nding Review
Dear Academic HR Team,	
Please review the Pre-Retirement Reduction in Timebase Request form.	
How to access the form	
Click here to <u>View Form</u>	
Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerto	on.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.	
Thank you! I completed the form. 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



	CSUF Forms							(
HOME N	IY FORMS MY DRAFTS	MY TASKS HELP REPORTS -						
Type here	to search							
	Title	Priority	Description	Assignee	Workflow	🕴 Status 🕴	Start Date	🔷 Due Date
	cademic HR Review	MEDIUM	Tony Stark 800123456	HR-Unit-Reviewers	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/27/2022 10:39:42 AM	
	v	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	
0		MEDIUM			Campus Solution Access Request	ACTIVE	12/9/2021 4:06:55 AM	

<u>Step 11:</u>

Click the **Proceed** button



Step 12:

Click the Signature and Acknowledgement tab

Review the information provided



Employee Information	Employee Information		
Signature and	* CWID	* Print Name	* Department
Acknowledgement	800123456	Tony Stark	Economics
	 If you are in an MPP positive department that you will retuin Select Participation Begin Participation Ch 	tion and have retreat rights t Irn to as a faculty member ange Participation ◯ End F	to a faculty position, please check this box Participation

<u>Step 13:</u>

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

				🖪 Subm	it 斗 Delegate	×
		Academic H	R Review			
Form V	Vorkflow Details			T		
		Pre-Retirement R	eduction in Time Base Request			Â
INSTRUCTIONS: TO in PRTB status.	nis form is to be used by facult	y to request participation in	Pre-Retirement Reduction in Time Base (PRTB) or to request a change			
Employee Information	Dean or Designee Sign	ature and Comments				
Signature and Acknowledgeme	 Please check the box * Signature 	to indicate that you have comp * Date	pleted the review Dean's Approval			
	Sridhar Sundaram	01/27/2022	Recommend O Do not recommend			1.
	Comments (optional)					
			li li			
	Dept. Chair's Signature	e and Comments				
	Please check the box	to indicate that you have comp	pleted the review			

Step 14: (Optional)

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





Step 15:

Click the **Confirm** button





Step 16:

Click 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 17)

You will receive an email indicating there is a Pre-Retirement Reduction in Timebase Request form ready for your review

Step 17:

Click the View Form link OR



	EULDORNA STATE UNIVERSITY FULL ERETON HUMAN RESOURCES, DIVERSITY & INCLUSION	
Pre-Ret	irement Reduction in Timebase Request - Pending Review	
Dear Academic HR Team,		
Please review the Pre-Retirement Reduction in	n Timebase Request form.	
How to access the form		
Click here to <u>View Form</u>		
Please contact the IT Help Desk if you have ar	ny technical issue at 657-278-7777 or helpdesk@fullerton.edu.	
If you have any questions, please contact Aca	demic HR at academichr@fullerton.edu	
Thank you,		
Academic HR Team		
This is an automatically generated email. Please do not re	ply to this email.	
Thank you! I completed the form. I completed	i it.	
Are the suggestions above helpful? Yes No		
← Reply ≪ Reply all → Forward		

Go to CSUF Forms

under My Tasks, click the appropriate form

	CSUF Forms							0
HOME	MY FORMS MY DRAFTS MY	TASKS HELP REPORTS -						
Type he	ere to search							
	Title	🕴 Priority 🖗	Description	Assignee	Workflow	Status	Start Date	🕴 Due Date 🔮
	Academic HR Review	MEDIUM	Tony Stark	HR-Unit-Reviewers	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/27/2022 10:47:28 AM	
		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		SI	howing 1 to 10 of 40 entri	es			1 2 3 4

<u>Step 18:</u>

Click the **Proceed** button





<u>Step 19:</u>

Review the comments provided (if any)

Employee								
Information	Dean or Designee Sig	Dean or Designee Signature and Comments						
Signature and Acknowledgement	Please check the bo	x to indicate that you have comp	oleted the review					
210000000gemen	* Signature	* Date	Dean's Approval					
		01/27/2022	Recommend O Do not recommend					
	Comments (optional)							
\rightarrow								
	Dept. Chair's Signatu	re and Comments						
	Please check the bo	x to indicate that you have comp or t	leted the review					
	* Signature	* Date	Chair's Approval					
		01/27/2022	Recommend O Do not recommend					
	Comments (optional)							
-								
	Faculty Member's Sig	nature and Comments	o ineligible for sabbatical leaves and leaves with pay in	accordance with				
	Faculty Member's Sig I understand my part Article 30. I understand Article 30 and 36.	inature and Comments ticipation in PRTB shall make m d that I shall be considered full-li	a ineligible for sabbatical leaves and leaves with pay in me for the purpose of restrictions on additional employ	n accordance with ment as provided in				
	Faculty Member's Sig I understand my part Article 30. I understand Article 30 and 36.	inature and Comments licipation in PRTB shall make m I that I shall be considered full-li	a ineligible for sabbatical leaves and leaves with pay in me for the purpose of restrictions on additional employ * Date	n accordance with ment as provided in				
	Faculty Member's Sig I understand my part Article 30. I understand Article 30 and 36. * Signature Maria Casanova	inature and Comments licipation in PRTB shall make m I that I shall be considered full-li	a ineligible for sabbatical leaves and leaves with pay in me for the purpose of redirctions on additional empioy * Dade #1/27/2822	n accordance with ment as provided in				
	Faculty Member's Sig I understand my part Artice 30. I understand Artice 30 and 36. * Signature Maria Casarova Comments (optional)	inature and Comments ticpation in PRTB shall make m d that I shall be considered full-li	a noigible for sabbatical leaves and leaves with pay in me for the purpose of redistictions on additional employ * Date #1/27/2822	a accordance with ment as provided in				
	Faculty Member's Sig I understand my part Article 30. I understand Article 30 and 36. * Signature Maria Casarova Comments (optional)	pature and Comments topation in PRTB shall make m that I shall be considered full-ti	a ineligible for subbatical karers and karers with pay in ne for the purpose of restrictions on additional employ * Date 61/27/3822	n accordance with ment as provided in				
→	Faculty Member's Sig I understand my part Article 30. I understand Article 30. and 36. * Signature Maria Casarova Comments (optional)	pature and Comments topption in PRTB shall make m	a ineligible for sabbatical kaves and kaves with pay in ne for the purpose of restrictions on additional employ * Date 61/27/3822	accordance with				
-	Faculty Member's Sig I understand my part Article 30 I understanc Article 30 and 30. * Signature Literic Caserova Comments (optional) Signature and Comm	pature and Comments topation in PRTB shall make m that I shall be considered full-ti	a ineligible for sabbatical kavers and kavers with pay in ne for the purpose of restrictions on additional employ * Date #1/27/3822	a accordance with imment as provided in				
-	Faculty Member's Sig I understand my part Ardice 30 - Linderstand Ardice 30 and 30. * Signature Maria Casarova Commerts (optional) Signature and Comm	produce and Comments Ricpation in PRTB shall make m that shall be considered fulfill in that shall be considered fulfill ents which shall be form	e ineligible for sublatical leaves and leaves with pay in me for the purpose of instructions on additional employ * Date 64/27/3822	n accordance with mment as provided in				
-	Faculty Member's Sig I landerstand my part Article 30. Lunderstand Article 30. Lunderstand Article 30. Lunderstand Article 30. Lunderstand Signature Lana Casarova Comments (optional) Signature and Comm Please check the box	prature and Comments Increation in PRTID and make me that I shall be considered full-to that I shall be considered full-to that I shall be considered full-to ents *Date	a mergiple for sublatical leaves and leaves with pay in me for the purpose of restrictions on additional employ * Date #1/27/3822	n accordance with ment as provided in				
→	Faculty Member's Sig Content of the second second second second Article 30 L understand Article 30 L understand Artic	parture and Comments topation in PRTB shall make mu that I shall be considered full-the international shall be considered full-the ents with sign the form "Date (01/27/222	e narigible for sabbatical lowers and lowers with pay is no for the purpose of restrictions on additional employ * Date 61/27/2822	a accordance with ment as provided in				
→	Faculty Member's Sig Indextand my part Ardice 30 and 30. * Signature Mark Caarona Comments (optional) Bigneture and Comm Please check the bo * Signature Company's (optional)	publice and Comments Inspation in PRTIB shall make me that I shall be considered fulf-life that I shall be considered fulf-life extensions extensions extensions with a share of the share extension of the share with a share of the share with a share of the share with a share of the share of the share of the share with a share of the share of	e ineligible for sublatical leaves and leaves with pay in ne for the purpose of instructions on additional employ * Date 64/27/3822	n accordance with ment as provided in				

Step 20:

Check the box to indicate that you have completed the review



* Signature	* Date	
	mm/dd/yyyy	
Commonts (ontional)		

Your **Signature** and the **Date** field will populate when you check the box

HR Signature and Com	ments		
Please check the box	to indicate that you have comp	leted the review	
* Signature	* Date		
Clay Quatermain	01/27/2022		
Comments (optional)			
			λ.

Step 21: (Optional)

Leave comments in the Comments (optional) field



HR Signature and Comments

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

Xay Quatermain	01/27/2022	
omments (optional)		
	ay Quatermain	Day Quatermain 01/27/2022 comments (optional)

Step 22:

Click the **Submit** button

						🛃 Submit	😃 Delegate
		Acade	emic HR Review				
Form Workfl	ow Details					T	
		Pre-Retireme	ent Reduction in T	ime Base Request		t. <mark>●</mark> bi	
INSTRUCTIONS: This fo in PRTB status.	orm is to be used by fac	ulty to request participati	ion in Pre-Retirement R	eduction in Time Base (PRT	3) or to request a change		
Employee Information	HR Signature and Co	omments					
Signature and	Please check the be	ox to indicate that you have	e completed the review				
Acknowledgement	* Signature	* Date					
		01/27/2022					
	Comments (optional)						
					11		

Step 23: (Optional)

Leave a comment in the Comments(Optional) field





Step 24:

Click the **Confirm** button





<u>Step 25:</u>

Click the **OK** button



Upon final approval the initial requestor will receive notification along with a PDF copy of the form

ST KB	
	CALIFORNIA STATE UNIVERSITY FULLERTON HUMAN RESOURCES, DVERSTY & INCLUSION
	Pre-Retirement Reduction in Timebase Request
Dear Tony Stark,	
Your Pre-Retirement Reduction in Timeba	ase Request form as been processed successfully.
Please contact the IT Help Desk if you ha	ave any technical issue at 657-278-7777 or helpdesk@fullerton.edu.
If you have any questions, please contact	t Academic HR at academichr@fullerton.edu
Thank you,	
Academic HR Team	
This is an automatically generated email. Please do	not reply to this email.
Thank you! What do I need to do?	mpleted the form.

FULLERTON

Chair

You will receive an email indicating there is a Pre-Retirement Reduction in Timebase Request form ready for your review

<u>Step 1:</u>

Click the View Form link OR



	CALIFORMASTATE UNIVERSITY FULL CENTRY HUMAN RESOURCES, DIVERSITY & INCLUSION
	Pre-Retirement Reduction in Timebase Request - Pending Review
Dear Phil Coulson,	
Please review the Pre-	Retirement Reduction in Timebase Request form.
How to access the fo	rm
Click here to <u>View</u>	Form
Please contact the IT H	elp Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.
If you have any questi	ons, please contact Academic HR at academichr@fullerton.edu
Thank you,	
Academic HR Team	
This is an automatically gen	erated email. Please do not reply to this email.
Thank you! I complet	ed the form. I completed it.
💭 Are the suggestions ab	ove helpful? Yes No

Go to CSUF Forms

under My Tasks, click the appropriate form

CSUF Forms				0
	έLΡ			
Type here to search				= =
▲ Title	Priority Description	Assignee Workflow	🕴 Status 🍦 Start Date	🕴 Due Date 👙
Department Chair Review	MEDIUM Tony Stark 800123456	Pre-Retirement Reduction in Time Base Request	ACTIVE 1/27/2022 10:30:24 AM	
Show 10 v entries		Showing 1 to 2 of 2 entries		1

<u>Step 2:</u>

Review the information provided



9		Pre-Retirement Reduct	ion in Time Base Reque	st
TRUCTIONS: This for RTB status.	rm is to be used by faculty to	request participation in Pre-Ret	irement Reduction in Time Bas	e (PRTB) or to request a change
Employee Information	Employee Information			
Signature and	* CWID	* Print Name	* Department	
Acknowledgement	800123456	I Tony Stark	Economics	
	Begin Participation Cha	nge Participation 💿 End Particip	CHANGE PARTICIPATION	
	Effective: Academic Year	~	FROM	то
	Requested Time Base:	O Two-Thirds (2/3)	Two-Thirds (2/3)	One-Half (1/2)
		Timebase	Timebase	Timebase
		One-Half (1/2) Timebase	One-Half (1/2)	One-Third (1/3)
		One-Third (1/3) Timebase	Timebase	Timebase
			One-Third (1/3) Timebase	
			Effective: Academic Year	2022-2023 🗸
	END PARTICIPATION			
	I wish to end my participa	ation and elect a service	Anticipated Retirement Date	
			mm/dd/www.	

<u>Step 3:</u>

Click the Signature and Acknowledgement tab



Step 4:

Review the comments (if any provided)



RUCTIONS: This fo		Troncenent	eduction in Time Base Request	
	orm is to be used by facu	ilty to request participation in	Pre-Retirement Reduction in Time Base (PRTB) or to request a change
Employee Information	Dept. Chair's Signatu	re and Comments		
Signature and	Please check the bo	x to indicate that you have com	pleted the review	
Acknowledgement	* Signature	* Date	Chair's Approval	
		mm/dd/yyyyy	Recommend O Do not recommend	
	Comments (optional)			
	Article 30 and 36.			
	* Signature		* Date 01/27/2022	
	* Signature Comments (optional)		* Date 01/27/2022	
→	* Signature Comments (optional)		* Date e1/27/2022	
→	* Signature Comments (optional) Signature and Comm	ents	* Date e1/27/2822	
-	* Signature Comments (optional) Signature and Comm	ents x to sign the form	* Date e1/27/2022	
→	* Signature Comments (optional) Signature and Comm Please check the bo * Signature	ents x to sign the form * Date	* Date e1/27/2022	
→	* Signature Comments (optional) Signature and Comm Please check the bo * Signature	ents x to sign the form * Date 01/27/2822	* Date e1/27/2022	
→	* Signature Comments (optional) Signature and Comm Please check the bc * Signature Comments (optional)	ents x to sign the form * Date et./27/2022	* Date 01/27/2022	

<u>Step 5:</u>

Check the box to indicate you have completed the review

* Signature	* Date	Chair's Approval
	mm/dd/yyyy	○ Recommend ○ Do not recommer

Your Signature and the Date will populate once you check the box



Dept. Chair's Signature and Comments

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

* Signature	* Date	Chair's Approval
Phil Coulson	01/27/2022	○ Recommend ○ Do not recommend
Comments (optional)		
		li

<u>Step 6:</u>

Indicate your decision of Recommend or Do not recommend

Dept. Chair's Signature and Comments

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

* Signature	* Date	Chair's Approval
Phil Coulson	01/27/2022	○ Recommend ○ Do not recommend
Comments (optional)		
Comments (optional)		

<u>Step 7:</u>

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



				🔺 Submit	🚨 Delegate	×
		Department C	hair Review		_	
Form Workflo	w Details			T		
		Pre-Retirement R	eduction in Time Base Request			
INSTRUCTIONS: This for in PRTB status.	m is to be used by facu	ulty to request participation in	Pre-Retirement Reduction in Time Base (PRTB) or to request a change			
Employee Information	Dept. Chair's Signatu	ure and Comments				
Signature and	✓ Please check the bo	ox to indicate that you have comp	leted the review			
Acknowledgement	* Signature	* Date	Chair's Approval			
	Carlos Constantinos	01/27/2022	Recommend O Do not recommend			
	Comments (optional)					
	Faculty Member's Sig	gnature and Comments	<i>N</i> .			

Step 8: (Optional)

provide comments in the **Comments (Optional)** field



Step 9: Click the **Confirm** button





<u>Step 10:</u>

Click the **OK** button





Dean

You will receive an email indicating there is a Pre-Retirement Reduction in Timebase Request form ready for your review

Step 1:

Click the View Form link OR

CALFORNIA STATE UNIVERSITY FULLERTON HUMAN RESOURCES, DIVERSITY & INCLUSION
Pre-Retirement Reduction in Timebase Request - Pending Review
Dear Nick Fury,
Please review the Pre-Retirement Reduction in Timebase Request form.
How to access the form
Click here to <u>View Form</u>
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.
Thank you! I completed the form. I completed it.
← Reply ≪ Reply all → Forward

Go to CSUF Forms

under My Tasks, click the appropriate form

CSUF Forms				0
HOME MY FORMS MY DRAFTS	MY TASKS HELP			
Type here to search				
≜ Title	Priority Description	Assignee Workflow	Status Start Date	Due Date
Dean Review	MEDIUM Tony Stark 800123456	Pre-Retirement Reduction in Time Base Request	ACTIVE 1/27/2022 10:35:13 AM	
Show 10 v entries		Showing 1 to 2 of 2 entries		1

<u>Step 2:</u>



Review the information provided

2)		Pre-Retirement Reduct	ion in Time Base Reque	st
STRUCTIONS: This for PRTB status.	orm is to be used by faculty to	request participation in Pre-Re	tirement Reduction in Time Bas	e (PRTB) or to request a chan
Employee Information	Employee Information			
Signature and	* CWID	* Print Name	* Department	
Acknowledgement	800123456	Tony Stark	Economics	
	Effective: Academic Year	· · · · ·	CHANGE PARTICIPATION FROM	
				1
			FROM	то
	Requested Time Base:	 Two-Thirds (2/3) 	 Two-Thirds (2/3) 	One-Half (1/2)
		Timebase	Timebase	Timebase
		 One-Half (1/2) Timebase 	One-Half (1/2)	One-Third (1/3)
		 One-Third (1/3) Timebase 	One Third (1/3)	limebase
			Timebase	
			Effective: Academic Year	2022-2023 ~
	END PARTICIPATION			
			Anticipated Retirement Date	
	I wish to end my particip	ation and elect a service		

<u>Step 3:</u>

Click on the Signature and Acknowledgement tab

INSTRUCTIONS: This form is to be used by faculty to request participation in Pre-Retirement Reduction in Time Base (PF in PRTB status.

Employee Information	Employee Informatio	n	
Signature and	* CWID	* Print Name	* Department
Acknowledgement	800123456	Tony Stark	Economics
	 If you are in an MPF department that you w Select Participation Begin Participation 	P position and have retreat rights t vill return to as a faculty member ● Change Participation ○ End P	o a faculty position, please check this bo Participation

<u>Step 4:</u>

Review the comments (if any provided)



	Please check the box	to indicate that you have cor	npleted the	review
cknowledgement	* Signature	* Date		Dean's Approval
		mm/dd/yyyy		○ Recommend ○ Do not recommend
	Comments (optional)			
	Dept. Chair's Signature	e and Comments		
	Please check the box	to indicate that you have cor	npleted the	review
	* Signature	* Date		Chair's Approval
		01/27/2022		Recommend O Do not recommend
	Comments (optional)			
\rightarrow				
	Faculty Member's Sign	ature and Comments	me ineligible	e for sabbatical leaves and leaves with pay in accordance with
	Faculty Member's Sign I understand my partic Article 30. I understand 1 Article 30 and 36. * Signature	ature and Comments cipation in PRTB shall make i that I shall be considered full	me ineligible time for the	a for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date
	Faculty Member's Sign I understand my partic Article 30, I understand 1 Article 30 and 35. * Signature	ature and Comments cipation in PRTB shall make that I shall be considered full	me ineligible	for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date ex/22/2822
	Faculty Member's Sign I understand my partic Article 30.1 understand 1 Article 30.and 36. * Signature Comments (optional)	ature and Comments	me ineligible	s for sabbatical kaves and kaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date e1/27/2022
→	Faculty Member's Sign I understand my period Articel 30 Lunderstand 1 Articel 30 and 36. * Signature Comments (optional)	ature and Comments	me ineligible	a for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date e1/27/2822
→	Faculty Member's Sign Understand my partic Addice 30. I understand Twy partic Addice 30. I understand T Addice 30 and 36. * Signature Comments (optional) Signature and Comment	ature and Comments copation in PRTB shall make that I shall be considered full in the state of the shall be considered full in the state of the shall be considered full	me ineligible	a for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date e1/27/2022
-	Faculty Member's Sign Understand my partic Article 30. Lunderstand I Article 30. Lunderstand I Article 30 and 36. * Signature Comments (optional) Signature and Comment Piesse check the box	ature and Comments ispation in PRTB shall make that I shall be considered full that I shall be c	me ineligible	a for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date er/22/3e22
→	Paculty Member's Sign I understand my parts Article 30. Lunderstand II Article 30. Lunderstand II Article 30 and 35. * Signature Comments (optional) Signature and Commen Please check the box * Signature	ature and Comments cipation in PRTB shall make a that I shall be considered full in the sign the form * Date	me ineligible	e for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date et/27/3922
→	Faculty Member's Sign Understand my partice Article 30. Lundenstand It Article 30. and 36. * Signature Commercis (optional) Signature and Commer Please check the box * Signature	ature and Comments cipation in PRTB shall make that I shall be considered full that I shall be	me ineligible	a for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date e1/27/2622
→	Faculty Member's Sign I understand my partic Article 30 and 36. * Signature Comments (optional) Signature and Comment Please check the box * Signature Comments (optional)	ature and Comments cipation in PRTB shaft make that I shall be considered full nts to sign the form	me ineligible	a for sabbatical kaves and kaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date e1/27/2022
→ →	Faculty Member's Sign Understand my partic Article 30 understand 1 Article 30 and 36. * Signature Comments (optional) Signature and Comments Please check the box * Signature Comments (optional)	Inter and Comments parton in PRTB shall make a that i shall be considered full not to sign the form * Date # Late # La	me ineligible	a for sabbatical leaves and leaves with pay in accordance with purpose of restrictions on additional employment as provided i * Date e1/27/892

<u>Step 5:</u>

Check the box to indicate you have completed the review

* Signature	* Date	Dean's Approval
	mm/dd/yyyy	○ Recommend ○ Do not recommend
Commonte (ontional)		

<u>Step 6:</u>

Your Signature and the Date fields will populate when you check the box



Dean or Designee Signature and Comments

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

* Signature	* Date	Dean's Approval
Nick Fury	01/27/2022	○ Recommend ○ Do not recommend
Commonte (antional)		
comments (optional)		

<u>Step 7:</u>

Indicate your decision of Recommend or Do not recommend

Dean or Designee Signature and Comments

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

* Signature	* Date	Dean's Approval
Nick Fury	01/27/2022	○ Recommend ○ Do not recommend
Comments (optional)		
		•

Step 8: (Optional)

provide comments in the Comments (optional) field



Dean or Designee Signature and Comments

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

* Signature	* Date	Dean's Approval
Nick Fury	01/27/2022	○ Recommend ○ Do not recommend
Comments (optional)		

<u>Step 9:</u>

Click the **Submit** button

				🖪 Submit	🖪 Reject	🚨 Delegate	×
		Dean Re	view				
Form Workfle	ow Details						
		Pre-Retirement R	eduction in Time Base Request				
INSTRUCTIONS: This fo in PRTB status.	rm is to be used by facu	Ity to request participation in	Pre-Retirement Reduction in Time Base (PRTB) or to request a cha	ge			
Employee Information	Dean or Designee Sig	nature and Comments					Ľ
Signature and	Please check the bo	x to indicate that you have comp	leted the review				
Activition	* Signature	* Date	Dean's Approval				- 17
		01/27/2022	Recommend O Do not recommend				
	Comments (optional)						
	L			_10			

Step 10: (Optional)

leave a comment in the Comments(Optional) field





<u>Step 11:</u>

Click the **Confirm** button





Step 12:

Click the **OK** button



VPAA / Provost

You will receive an email indicating there is a Pre-Retirement Reduction in Timebase Request form ready for your review

Step 1:

Click the View Form link OR



	CALIFORNIAS STATE UNIVERSITY FULL RESOURCES, DIVERSITY & INCLUSION
	Pre-Retirement Reduction in Timebase Request - Pending Review
Dea	ır Alexander Pierce,
Plea	se review the Pre-Retirement Reduction in Timebase Request form.
Ho	w to access the form
• •	Click here to <u>View Form</u>
Plea	se contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.
If yo	ou have any questions, please contact Academic HR at academichr@fullerton.edu
Tha	nk you,
Aca	demic HR Team
This	is an automatically generated email. Please do not reply to this email.
Th	ank you! I completed the form. I completed it.
Ţ, Ţ,	Are the suggestions above helpful? Yes No

Go to CSUF Forms

under My Tasks, click the appropriate form

CSUF Forms				٢
HOME MY FORMS MY DRAFTS MY TASKS	HELP			
Type here to search				
▲ Title	Priority Description	Assignee Workflow	Status Start Date	Due Date
VP/Provost Review	MEDIUM Tony Stark 800123456	AVP-Provost- Reviewers Pre-Retirement Reduction in Time Base Request	ACTIVE 1/27/2022 10:43:41 AM	
	MEDIUM	Chair/Director Application	ACTIVE 1/14/2022 2:21:08 PM	
	MEDIUM	Chair/Director Application	ACTIVE 12/6/2021 11:55:35 PM	
	MEDIUM	Chair/Director Application	ACTIVE 10/14/2021 3:01:50 AM	
	MEDIUM	Chair/Director Application	ACTIVE 10/12/2021 3:26:32 AM	
	MEDIUM	Timebase Change Request	ACTIVE 4/13/2021 1:53:09 PM	
Show 10 V entries		Showing 1 to 6 of 6 entries		1

<u>Step 2:</u>

Click on the **Proceed** button





<u>Step 3:</u>

Review the information provided

RUCTIONS: This for RTB status.	m is to be used by faculty to	request participation in Pre-Ret	irement Reduction in Time Bas	e (PRTB) or to request a chan
Employee Information	Employee Information			
Signature and	* CWID	* Print Name	* Department	
Acknowledgement	800123456	Tony Stark	Economics	
	BEGIN PARTICIPATION		CHANGE PARTICIPATION][
	Effective: Academic Year	~		1
			FROM	то
	Requested Time Base:	 Two-Thirds (2/3) 	Two-Thirds (2/3)	One-Half (1/2)
		Timebase	Timebase	Timebase
		One-Half (1/2) Timebase	© One-Hair (1/2)	© One-Third (1/3)
		O One-Third (1/3) Thirdbase	One-Third (1/3)	
			Timebase	
			Effective: Academic Year	2022-2023 🗸
	END PARTICIPATION			
	I wish to end my participation	ation and elect a service	Anticipated Retirement Date	

Step 4:

Click on the Signature and Acknowledgement tab



Information Employee	Information	
Signature and * CWID	* Print Name	* Department
Acknowledgement 800123456	Tony Stark	Economics
departmer	t that you will return to as a faculty membe	is to a faculty position, plea

<u>Step 5:</u>

Review the comments provided (if any)

	VPAA'S /PROVOST'S SI	gnature and Comments	
Signature and	Desse check the box to	indicate that you have comp	ieled the review
Admoviedgement	* Signature		* Date
			ms/dd/yyyyy
	* Vice President's Provos	t's Approval	
	○ Recommend ○ Do not	recommend	
	Comments (optional)		
	Dean or Designee Signa	ture and Comments	
	E Please check the box to	indicate that you have comp	ieled the review
	* Signature	* Dete	Dean's Approval
		01/27/2022	recommend O Do not recommend
	Comments (optional)		
\rightarrow	-		
	Dant Chair's Signature	and Commands	
	Cope Chair & arginaure	in commu	
	Please check the box to	indicate that you have comp	leted the review
	* Signature	* Date	Chair's Approval
		91/27/2922	Recommend O Do not recommend
	Comments (optional)		
\rightarrow			
	Faculty Member's Signa	ture and Comments	
	E I understand my particip	vation in PRTB shall make me	ineligible for sabbabcal leaves and leaves with pay in accordance w
	EI I understand my particle Article 30. I understand th	ation in PRTB shall make me at I shall be considered full-tir	i ineligible for sabbalical leaves and leaves with pay in accordance w ne for the purpose of restrictions on additional employment as provid
	E I understand my particip Article 30. I understand th Article 30 and 36.	oation in PRTB shall make me at I shall be considered full-tir	i inteligible for sabballical leaves and leaves with pay in accordance wi ne for the purpose of restrictions on additional employment as provid
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<u>Step 6:</u>

Check the box to indicate that you have completed the review





Your Signature and the Date field will populate when you check the box

VPAA'S /PROVOST'S Signature and Comments

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

* Signature	* Date
Tony Stark	01/27/2022
* Vice President's/Provost's Approval	
○ Recommend ○ Do not recommend	
Comments (optional)	

<u>Step 7:</u>

Indicate your decision of Recommend or Do not recommend



ice President's/Provost's Approval	Signature	* Date
ice President's/Provost's Approval	Tony Stark	01/27/2022
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<u>Step 8:</u>

Leave comments in the Comments (optional) field

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<u>Step 9:</u>

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

FULLERTON

			🚀 Submit	🛹 Reject	🐣 Delegate	×
		VP/Provost Review				
Form Workfle	ow Details		—			
	Pre-Re	tirement Reduction in Time Base Request				Â
INSTRUCTIONS: This fo in PRTB status.	rm is to be used by faculty to request p	articipation in Pre-Retirement Reduction in Time Base (PRTB) or to request a char	nge			
Employee Information	VPAA'S /PROVOST'S Signature and	Comments				
Signature and Acknowledgement	Please check the box to indicate that					
	* Signature	* Date				
		01/27/2022				
	 * Vice President's/Provost's Approval Recommend O Do not recommend Comments (optional) 					

Step 10: (Optional)

Leave a comment in the Comments(Optional) field



Step 11: Click the **Confirm** button





<u>Step 12:</u>

Click the **OK** button



Need More Help?

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

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