

# Pre-Retirement Reduction in Time Base (PRTB) Form

This guide will walk 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

#### **Step 1:**

Login to [CSUF Forms](#)

#### **Step 2:**

Type 'PRTB' into the search bar

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



CSUF Forms

HOME MY FORMS MY DRAFTS MY TASKS HELP

PRTB

| Form Name                                                 | Actions                                                                             |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------|
| Pre-Retirement Reduction in Time Base Request Form (PRTB) |  |

Show 10 entries Showing 1 to 1 of 1 entries (filtered from 66 total entries)

### Step 3:

Click on the airplane icon to launch the form



CSUF Forms

HOME MY FORMS MY DRAFTS MY TASKS HELP

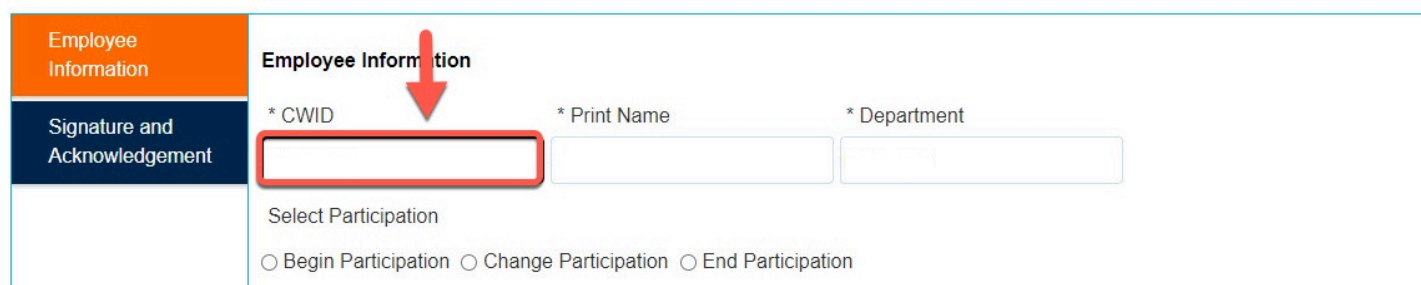
PRTB

| Form Name                                                 | Actions                                                                             |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------|
| Pre-Retirement Reduction in Time Base Request Form (PRTB) |  |

Show 10 entries Showing 1 to 1 of 1 entries (filtered from 66 total entries)

### Step 4:

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



Employee Information

Signature and Acknowledgement

\* CWID \* Print Name \* Department

Select Participation

☐ Begin Participation ☐ Change Participation ☐ End Participation

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

|                               |                                                                                                                              |                                         |                                      |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------|
| Employee Information          | <b>Employee Information</b>                                                                                                  |                                         |                                      |
| Signature and Acknowledgement | * CWID                                                                                                                       | * Print Name                            | * Department                         |
|                               | <input type="text" value="800123456"/>                                                                                       | <input type="text" value="Tony Stark"/> | <input type="text" value="Science"/> |
|                               | Select Participation                                                                                                         |                                         |                                      |
|                               | <input type="radio"/> Begin Participation <input type="radio"/> Change Participation <input type="radio"/> End Participation |                                         |                                      |

**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

|                                                                                                                                                                                                            |                                         |                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <b>Employee Information</b>                                                                                                                                                                                |                                         |                                        |
| * CWID                                                                                                                                                                                                     | * Print Name                            | * Department                           |
| <input type="text" value="800123456"/>                                                                                                                                                                     | <input type="text" value="Tony Stark"/> | <input type="text" value="Economics"/> |
| <input type="checkbox"/> 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 |                                         |                                        |
| Select Participation                                                                                                                                                                                       |                                         |                                        |
| <input type="radio"/> Begin Participation <input type="radio"/> Change Participation <input type="radio"/> End Participation                                                                               |                                         |                                        |

## Step 6:

If this applies to you, check the box

### Employee Information

\* 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

Select Participation

☐ Begin Participation ☐ Change Participation ☐ End Participation

Upon checking the box, the following fields will show below

\* CWID

800123456

\* Print Name

Tony Stark

\* Department

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:

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

This will populate the **Dept Name** options

\* CWID

800123456

\* Print Name

Tony Stark

\* Department

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 8:



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



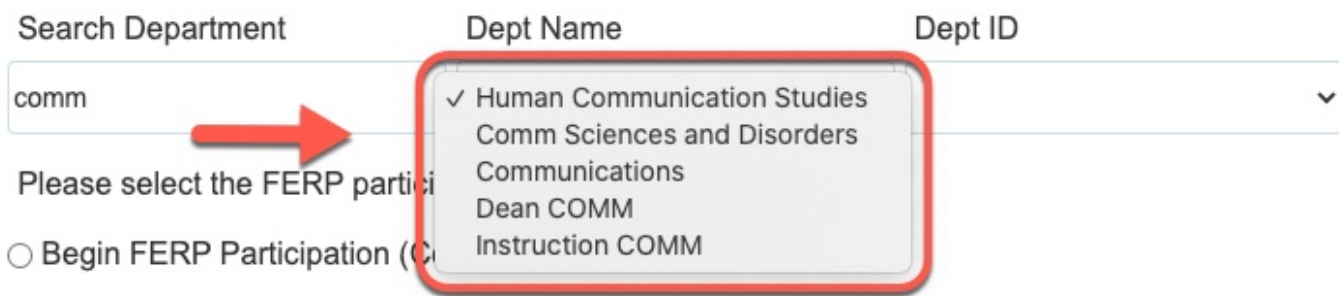
Search Department: comm

Dept Name: [Drop-down menu with a red circle around the caret and a red arrow pointing to it]

Dept ID: [Empty field]

### Step 9:

Select the appropriate department



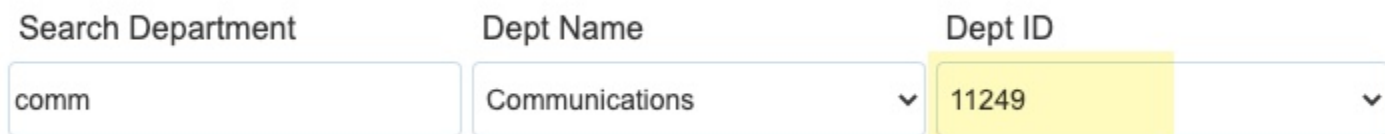
Search Department: comm

Dept Name: [Dropdown menu open showing options: Human Communication Studies, Comm Sciences and Disorders, Communications, Dean COMM, Instruction COMM]

Please select the FERP participation type:

☐ Begin FERP Participation (C)

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



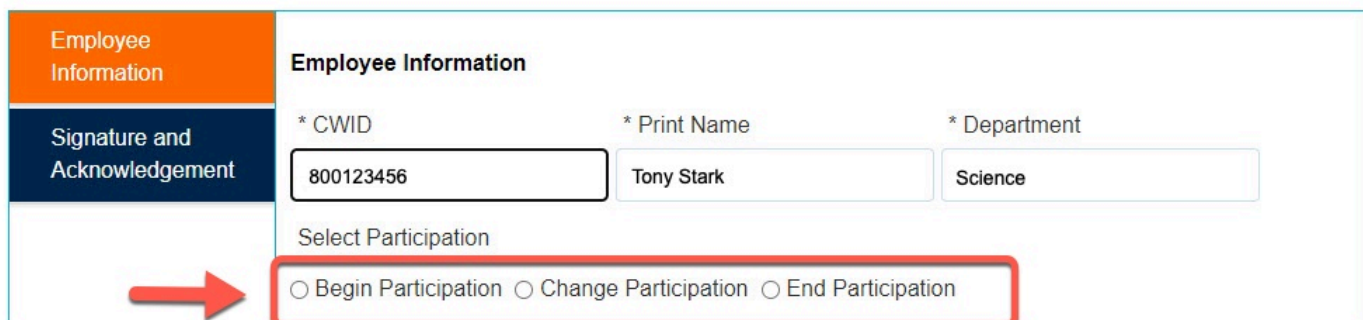
Search Department: comm

Dept Name: Communications

Dept ID: 11249

### Step 10:

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



**Employee Information**

\* CWID: 800123456

\* Print Name: Tony Stark

\* Department: Science

Select Participation:

☐ Begin Participation ☐ Change Participation ☐ End Participation

## Step 11:

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

|                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |                         |                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information                                                                                                                                              | Employee Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |                         |                                                                                                                                                                   |
|                                                                                                                                                                   | * CWID<br>800123456                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | * Print Name<br>Tony Stark | * Department<br>Science |                                                                                                                                                                   |
| Signature and Acknowledgement                                                                                                                                     | Select Participation<br><input checked="" type="radio"/> Begin Participation <input type="radio"/> Change Participation <input type="radio"/> End Participation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |                         |                                                                                                                                                                   |
|                                                                                                                                                                   | <div> <div> <b>BEGIN PARTICIPATION</b><br/>           Effective: Academic Year <span>▼</span><br/> <hr/>           Requested Time Base:   <input type="radio"/> Two-Thirds (2/3) Timebase<br/>                                                    <input type="radio"/> One-Half (1/2) Timebase<br/>                                                    <input type="radio"/> One-Third (1/3) Timebase         </div> <div> <b>CHANGE PARTICIPATION</b><br/> <table border="1"> <tr> <td> <b>FROM</b><br/> <input type="radio"/> Two-Thirds (2/3) Timebase<br/> <input type="radio"/> One-Half (1/2) Timebase<br/> <input type="radio"/> One-Third (1/3) Timebase             </td> <td> <b>TO</b><br/> <input type="radio"/> One-Half (1/2) Timebase<br/> <input type="radio"/> One-Third (1/3) Timebase             </td> </tr> </table> </div> </div> |                            |                         | <b>FROM</b><br><input type="radio"/> Two-Thirds (2/3) Timebase<br><input type="radio"/> One-Half (1/2) Timebase<br><input type="radio"/> One-Third (1/3) Timebase |
| <b>FROM</b><br><input type="radio"/> Two-Thirds (2/3) Timebase<br><input type="radio"/> One-Half (1/2) Timebase<br><input type="radio"/> One-Third (1/3) Timebase | <b>TO</b><br><input type="radio"/> One-Half (1/2) Timebase<br><input type="radio"/> One-Third (1/3) Timebase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                         |                                                                                                                                                                   |

## Step A:

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

|                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |              |                                                                                                                                                                                      |                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Employee Information                                                                                                                                                                 | <b>Employee Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |              |                                                                                                                                                                                      |                                                                                                                             |
| Signature and Acknowledgement                                                                                                                                                        | * CWID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | * Print Name | * Department |                                                                                                                                                                                      |                                                                                                                             |
|                                                                                                                                                                                      | 800123456                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Tony Stark   | Science      |                                                                                                                                                                                      |                                                                                                                             |
|                                                                                                                                                                                      | Select Participation<br><input checked="" type="radio"/> Begin Participation <input type="radio"/> Change Participation <input type="radio"/> End Participation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |              |                                                                                                                                                                                      |                                                                                                                             |
|                                                                                                                                                                                      | <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>BEGIN PARTICIPATION</b></p> <p>Effective: Academic Year <span style="border: 1px solid #ccc; padding: 2px 10px;">▼</span></p> <hr/> <p>Requested Time Base:</p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p> </div> <div style="width: 48%;"> <p><b>CHANGE PARTICIPATION</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>FROM</b></p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>TO</b></p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p> </td> </tr> </table> <p>Effective: Academic Year <span style="border: 1px solid #ccc; padding: 2px 10px;">▼</span></p> </div> </div> |              |              | <p><b>FROM</b></p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p> | <p><b>TO</b></p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p> |
| <p><b>FROM</b></p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p> | <p><b>TO</b></p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |              |                                                                                                                                                                                      |                                                                                                                             |

## Step B:

Select the appropriate **Academic Year** range

**BEGIN PARTICIPATION**

Effective: Academic Year ▼

---

Requested Time Base:

→

2021-2022

2022-2023

2023-2024

2024-2025

2025-2026

2026-2027

2027-2028

2028-2029

2029-2030

2030-2031

## Step C:


Select the appropriate **Requested Time Base** option

**BEGIN PARTICIPATION**

Effective: Academic Year 2022-2023

---

Requested Time Base:



☐ Two-Thirds (2/3) Timebase

☐ One-Half (1/2) Timebase

☐ One-Third (1/3) Timebase

## Change Participation

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

|                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |                         |                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information                                                                                                                                                  | <b>Employee Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |                         |                                                                                                                                                                       |
|                                                                                                                                                                       | * CWID<br>800123456                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | * Print Name<br>Tony Stark | * Department<br>Science |                                                                                                                                                                       |
| Signature and Acknowledgement                                                                                                                                         | Select Participation<br><input type="radio"/> Begin Participation <input checked="" type="radio"/> Change Participation <input type="radio"/> End Participation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |                         |                                                                                                                                                                       |
|                                                                                                                                                                       | <div> <div> <b>BEGIN PARTICIPATION</b><br/><br/>           Effective: Academic Year <input type="text"/><br/><br/>           Requested Time Base:           <div> <input type="radio"/> Two-Thirds (2/3) Timebase<br/> <input type="radio"/> One-Half (1/2) Timebase<br/> <input type="radio"/> One-Third (1/3) Timebase           </div> </div> <div> <b>CHANGE PARTICIPATION</b><br/><br/> <table border="1"> <tr> <td> <b>FROM</b><br/><br/> <input type="radio"/> Two-Thirds (2/3) Timebase<br/> <input type="radio"/> One-Half (1/2) Timebase<br/> <input type="radio"/> One-Third (1/3) Timebase           </td> <td> <b>TO</b><br/><br/> <input type="radio"/> One-Half (1/2) Timebase<br/> <input type="radio"/> One-Third (1/3) Timebase           </td> </tr> </table>           Effective: Academic Year <input type="text"/> </div> </div> |                            |                         | <b>FROM</b><br><br><input type="radio"/> Two-Thirds (2/3) Timebase<br><input type="radio"/> One-Half (1/2) Timebase<br><input type="radio"/> One-Third (1/3) Timebase |
| <b>FROM</b><br><br><input type="radio"/> Two-Thirds (2/3) Timebase<br><input type="radio"/> One-Half (1/2) Timebase<br><input type="radio"/> One-Third (1/3) Timebase | <b>TO</b><br><br><input type="radio"/> One-Half (1/2) Timebase<br><input type="radio"/> One-Third (1/3) Timebase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |                         |                                                                                                                                                                       |

## Step A:

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

**CHANGE PARTICIPATION**

**FROM**

☐ Two-Thirds (2/3) Timebase  
☐ One-Half (1/2) Timebase  
☐ One-Third (1/3) Timebase

**TO**

☐ One-Half (1/2) Timebase  
☐ One-Third (1/3) Timebase

Effective: Academic Year

## Step B:

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

CHANGE PARTICIPATION

FROM

☒ Two-Thirds (2/3)  
Timebase
   
☐ One-Half (1/2)  
Timebase
   
☐ One-Third (1/3)  
Timebase

TO

☐ One-Half (1/2)  
Timebase
   
☐ One-Third (1/3)  
Timebase

Effective: Academic Year

## Step C:

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

### CHANGE PARTICIPATION



FROM

☒ Two-Thirds (2/3)  
Timebase
   
☐ One-Half (1/2)  
Timebase
   
☐ One-Third (1/3)  
Timebase

TO

☐ One-Half (1/2)  
Timebase
   
☒ One-Third (1/3)  
Timebase

Effective: Academic Year

### Step D:

Select the appropriate **Academic Year** range


### CHANGE PARTICIPATION

FROM

☒ Two-Thirds (2/3)  
Timebase
   
☐ One-Half (1/2)  
Timebase
   
☐ One-Third (1/3)  
Timebase


TO

☐ One-Half (1/2)  
Timebase
   



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

Effective: Academic Year



## 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



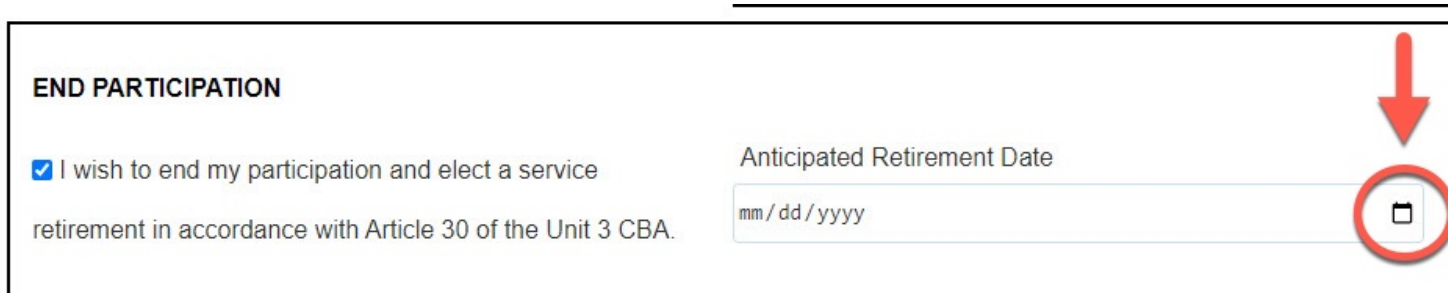
**END PARTICIPATION**

☐ I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.

Anticipated Retirement Date  
mm / dd / yyyy

### Step B:

Click the calendar icon



**END PARTICIPATION**

☒ I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.

Anticipated Retirement Date  
mm / dd / yyyy

### Step C:

Select the appropriate date



☐ One-Third (1/3) Timebase

Timebase

**END PARTICIPATION**

☒ I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.

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

mm / dd / yyyy

## Step 12:

Click the **Signature and Acknowledgment** tab

**Employee Information**

**Signature and Acknowledgment**

\* CWID: 800123456

\* Print Name: Tony Stark

\* Department: Science

Select Participation

☐ Begin Participation ☐ Change Participation ☐ End Participation

**BEGIN PARTICIPATION** **CHANGE PARTICIPATION**

## Step 13:

Check the checkbox to Sign the form

|                      |                                                                                                                                                                                                                   |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information | <b>Signature and Comments</b><br><input type="checkbox"/> Please check the box to sign the form<br><div> <div>* Signature</div> <div>* Date</div> </div> <div>mm / dd / yyyy</div> <div>Comments (optional)</div> |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

|                      |                                                                                                                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information | <b>Signature and Comments</b><br><input checked="" type="checkbox"/> Please check the box to sign the form<br><div> <div>* Signature</div> <div>* Date</div> </div> <div>Tony Stark</div> <div>01 / 27 / 2022</div> <div>Comments (optional)</div> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|


## Step 14: (Optional)

Leave a comment in the Comments (optional) field

|                      |                                                                                                                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information | <b>Signature and Comments</b><br><input checked="" type="checkbox"/> Please check the box to sign the form<br><div> <div>* Signature</div> <div>* Date</div> </div> <div>Tony Stark</div> <div>01 / 27 / 2022</div> <div>Comments (optional)</div> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|


## Step 15:

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




### Pre-Retirement Reduction in Time Base Request

**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.

| Employee Information          | Signature and Comments                                                                                                                                                                                                                                                                                                   |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signature and Acknowledgement | <p><input checked="" type="checkbox"/> Please check the box to sign the form</p> <p>* Signature <input type="text" value="Tony Stark"/> * Date <input type="text" value="01 / 27 / 2022"/></p> <p>Comments (optional)</p> <div>  </div> |

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 will receive an email indicating there is a Pre Reduction in Time-Base Request form ready for your review

## Step 16:

Click the **View Form** link OR



### 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 **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

CSUF Forms

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

Type here to search

| Title                 | Priority | Description          | Assignee | Workflow                                      | Status | Start Date            | Due Date |
|-----------------------|----------|----------------------|----------|-----------------------------------------------|--------|-----------------------|----------|
| <b>Faculty Review</b> | MEDIUM   | Tony Stark 800123456 |          | Pre-Retirement Reduction in Time Base Request | ACTIVE | 1/27/2022 10:23:37 AM |          |

Show 10 entries Showing 1 to 1 of 1 entries

## Step 17:

Click on the **Signature and Acknowledgement** tab

Faculty Review

Form Workflow Details



Pre-Retirement Reduction in Time Base Request

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.

|                               |                                                                                                                                                                                                                                                                                                                                                                                   |                            |                           |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|
| Employee Information          | Employee Information                                                                                                                                                                                                                                                                                                                                                              |                            |                           |
|                               | * CWID<br>800123456                                                                                                                                                                                                                                                                                                                                                               | * Print Name<br>Tony Stark | * Department<br>Economics |
| Signature and Acknowledgement | <input type="checkbox"/> 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<br><br>Select Participation<br><input type="radio"/> Begin Participation <input checked="" type="radio"/> Change Participation <input type="radio"/> End Participation |                            |                           |

**Step 18:**

Read the Article 30/36 statement

|                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Faculty Review                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Form Workflow Details                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Pre-Retirement Reduction in Time Base Request                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Employee Information                                                                                                                                             | Faculty Member's Signature and Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Signature and Acknowledgement                                                                                                                                    | <input type="checkbox"/> 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.<br><br>* Signature _____ * Date mm / dd / yyyy<br><br>Comments (optional) _____<br><br><b>Signature and Comments</b><br><input type="checkbox"/> Please check the box to sign the form<br><br>* Signature _____ * Date<br>Maria Casanova 01/27/2022<br><br>Comments (optional)<br>I would like this request processed asap. |
| Generate PDF                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Step 19:**

Check the box to acknowledge you read the statement

Faculty Review

---

Form Workflow Details

**Pre-Retirement Reduction in Time Base Request**

**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.

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information          | <p><b>Faculty Member's Signature and Comments</b></p> <p><input type="checkbox"/> 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.</p> <p>* Signature <span style="float: right;">* Date</span></p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%;" type="text"/> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="mm/dd/yyyy"/> </div> <p>Comments (optional)</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> |
| Signature and Acknowledgement | <p><b>Signature and Comments</b></p> <p><input checked="" type="checkbox"/> Please check the box to sign the form</p> <p>* Signature <span style="float: right;">* Date</span></p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="Maria Casanova"/> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="01/27/2022"/> </div> <p>Comments (optional)</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>I would like this request processed asap.</p> </div>                                                                                                                                                                  |

Generate PDF

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)

## 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

Tony Stark

\* Date

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

Pre-Retirement Reduction in Time Base Request

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.

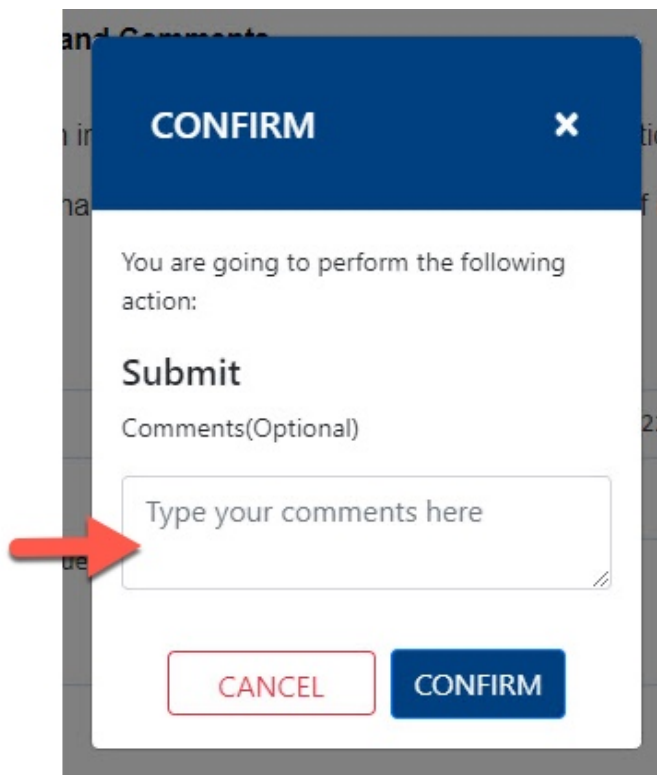
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information          | <p><b>Faculty Member's Signature and Comments</b></p> <p><input checked="" type="checkbox"/> 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.</p> <p>* Signature <span style="float: right;">* Date</span></p> <div> <div></div> <div>01 / 27 / 2022</div> </div> <p>Comments (optional)</p> <div></div> <p>Signature and Comments</p> |
| Signature and Acknowledgement |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



### Step 22: (Optional)

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





**CONFIRM** ×

You are going to perform the following action:

**Submit**

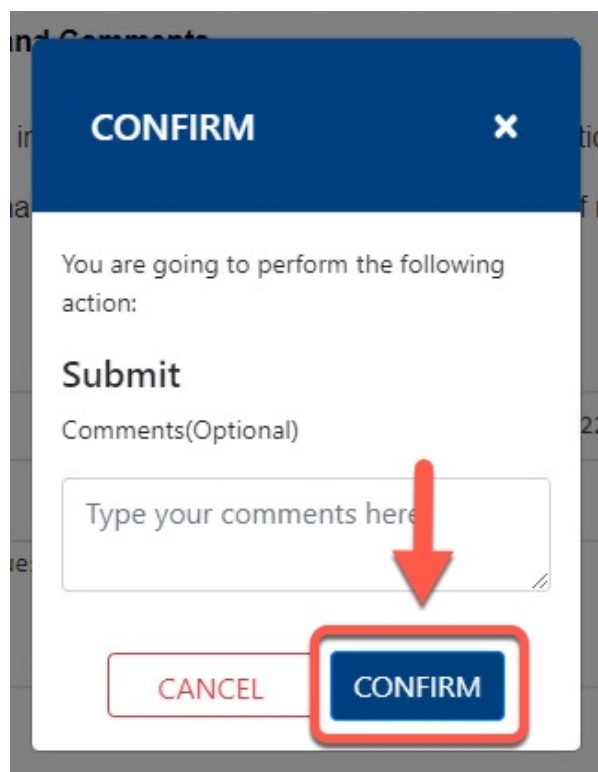
Comments(Optional)

Type your comments here

CANCEL CONFIRM

### **Step 23:**

Click the **Confirm** button



**CONFIRM** ×

You are going to perform the following action:

**Submit**

Comments(Optional)

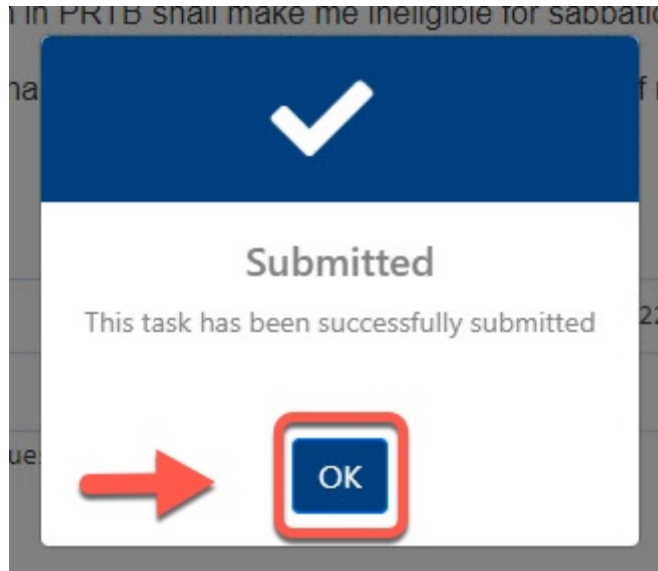
Type your comments here

CANCEL CONFIRM



## **Step 24:**

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



## Pre-Retirement Reduction in Timebase Request - Pending Review

Dear Academic HR Team,

Please review the Pre-Retirement Reduction in Timebase Request form.

### 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.*

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 MY FORMS MY DRAFTS **MY TASKS** HELP REPORTS

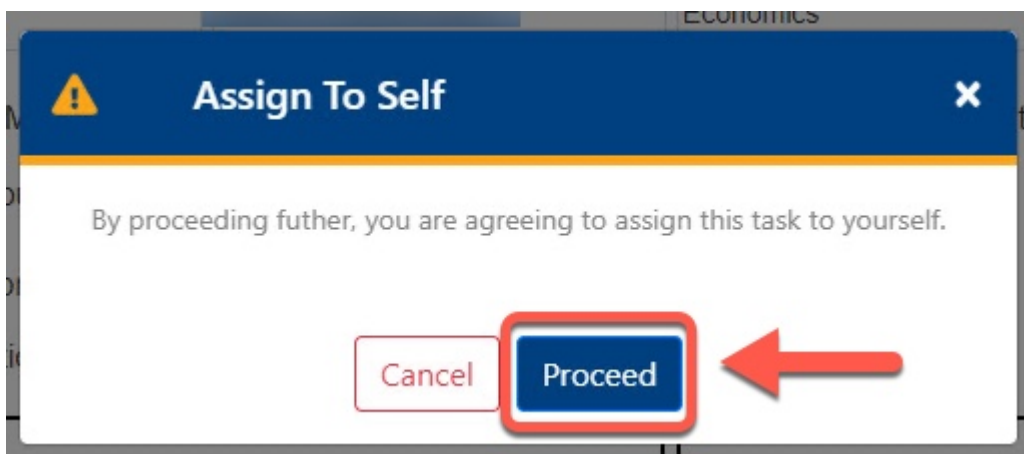
Type here to search

| Title                              | Priority | Description          | Assignee          | Workflow                                      | Status | Start Date            | Due Date |
|------------------------------------|----------|----------------------|-------------------|-----------------------------------------------|--------|-----------------------|----------|
| <a href="#">Academic HR Review</a> | 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  |          |

Show 10 entries
Showing 1 to 10 of 40 entries
1 2 3 4

## Step 2:

Click the **Proceed** button



### Step 3:

Review the information provided

**Pre-Retirement Reduction in Time Base Request**

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.

| Employee Information          | Employee Information |              |
|-------------------------------|----------------------|--------------|
| Signature and Acknowledgement | * CWID               | * Print Name |
|                               | 800123456            | 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

Select Participation

☐ Begin Participation ☒ Change Participation ☐ End Participation

**BEGIN PARTICIPATION**

Effective Academic Year ▼

Requested Time Base: ☐ Two-Thirds (2/3) Timebase

☐ One-Half (1/2) Timebase

☐ One-Third (1/3) Timebase

**CHANGE PARTICIPATION**

| FROM                                                     | TO                                                        |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="radio"/> Two-Thirds (2/3) Timebase          | <input type="radio"/> One-Half (1/2) Timebase             |
| <input checked="" type="radio"/> One-Half (1/2) Timebase | <input checked="" type="radio"/> One-Third (1/3) Timebase |
| <input type="radio"/> One-Third (1/3) Timebase           |                                                           |

Effective Academic Year 2022-2023 ▼

**END PARTICIPATION**

☐ I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.

Anticipated Retirement Date mm/dd/yyyy

Generate PDF


### Step 4:

Click the **Signature and Acknowledgement** tab

|                                                                                                                                            |                             |              |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|
| Employee Information                                                                                                                       | <b>Employee Information</b> |              |
|                                                                                                                                            | * CWID                      | * Print Name |
| Signature and Acknowledgement                                                                                                              | 800123456                   | Tony Stark   |
| <input type="checkbox"/> If you are in an MPP position and have retreat rights to a department that you will return to as a faculty member |                             |              |
| Select Participation                                                                                                                       |                             |              |
| <input type="radio"/> Begin Participation <input checked="" type="radio"/> Change Participation <input type="radio"/> End Participation    |                             |              |

### Step 5:

Review the comments (if any provided)

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

### Step 6:

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

## Step 7: (Optional)

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

## Step 8:

Click the **Confirm** button

**CONFIRM** x

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

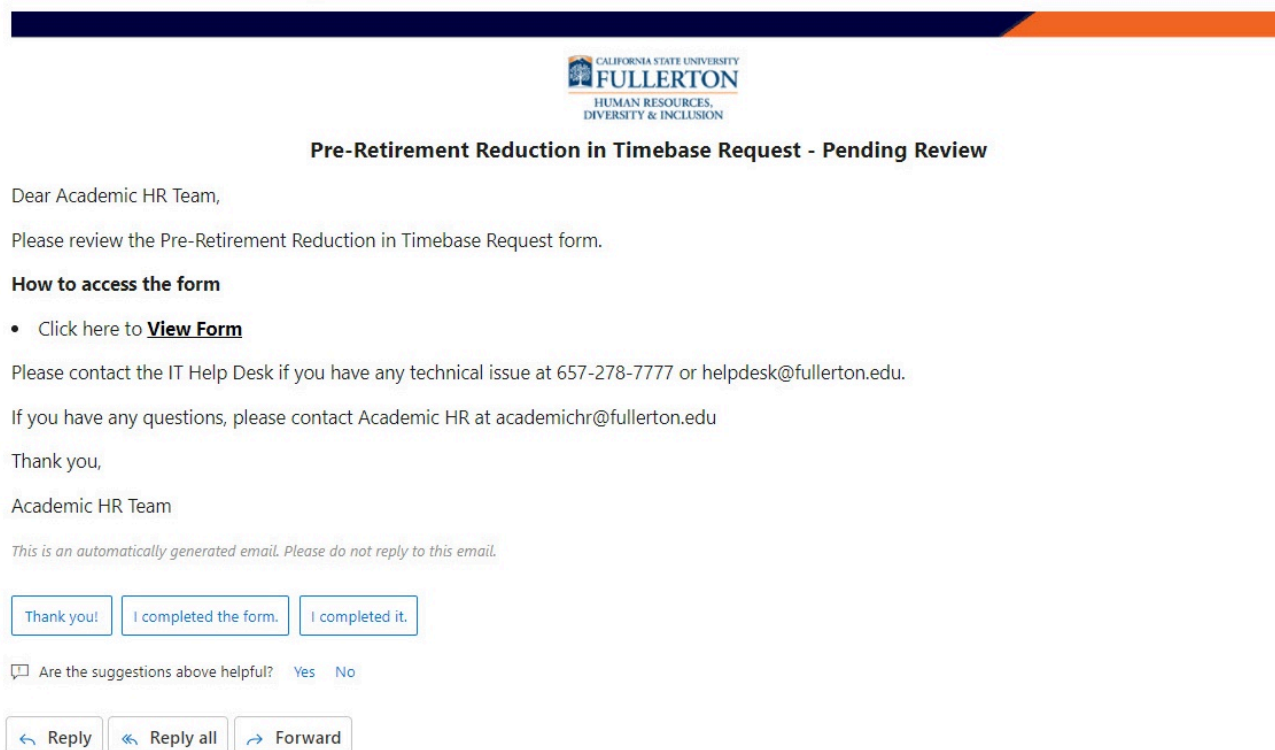
The form will then proceed to Chair and Dean


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

### **Step 10:**

Click the **View Form** link OR



  
**Pre-Retirement Reduction in Timebase Request - Pending Review**

Dear Academic HR Team,

Please review the Pre-Retirement Reduction in Timebase Request form.

**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.*

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

Go to CSUF Forms

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

CSUF Forms

HOME MY FORMS MY DRAFTS MY TASKS HELP REPORTS

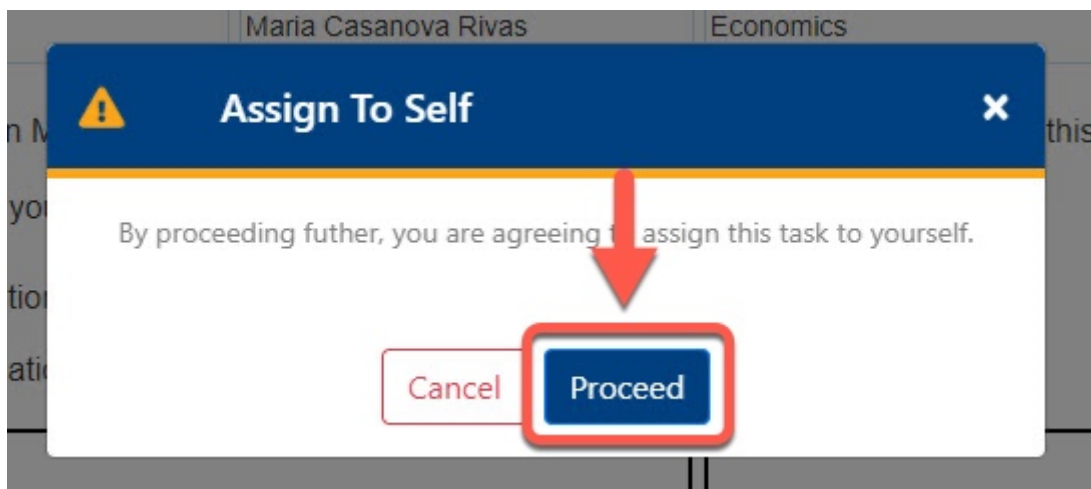
Type here to search

| Title              | Priority | Description          | Assignee          | Workflow                                      | Status | Start Date            | Due Date |
|--------------------|----------|----------------------|-------------------|-----------------------------------------------|--------|-----------------------|----------|
| Academic HR Review | MEDIUM   | Tony Stark 800123456 | HR-Unit-Reviewers | Pre-Retirement Reduction in Time Base Request | ACTIVE | 1/27/2022 10:39:42 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 Showing 1 to 10 of 40 entries

## Step 11:

Click the **Proceed** button

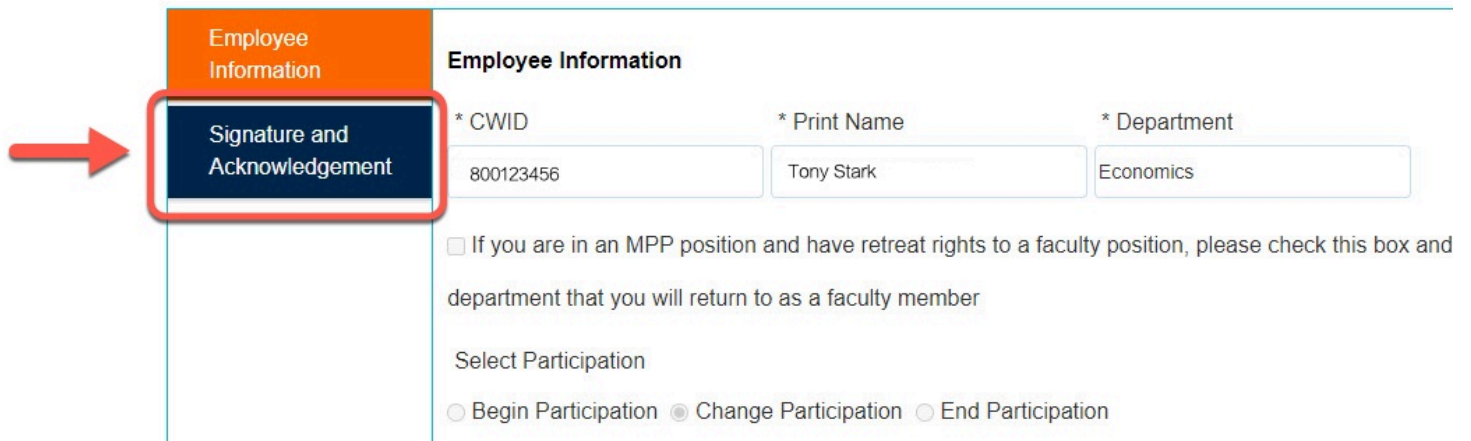


## Step 12:

Click the **Signature and Acknowledgement** tab

Review the information provided





**Employee Information**

\* CWID: 800123456

\* Print Name: Tony Stark

\* Department: Economics

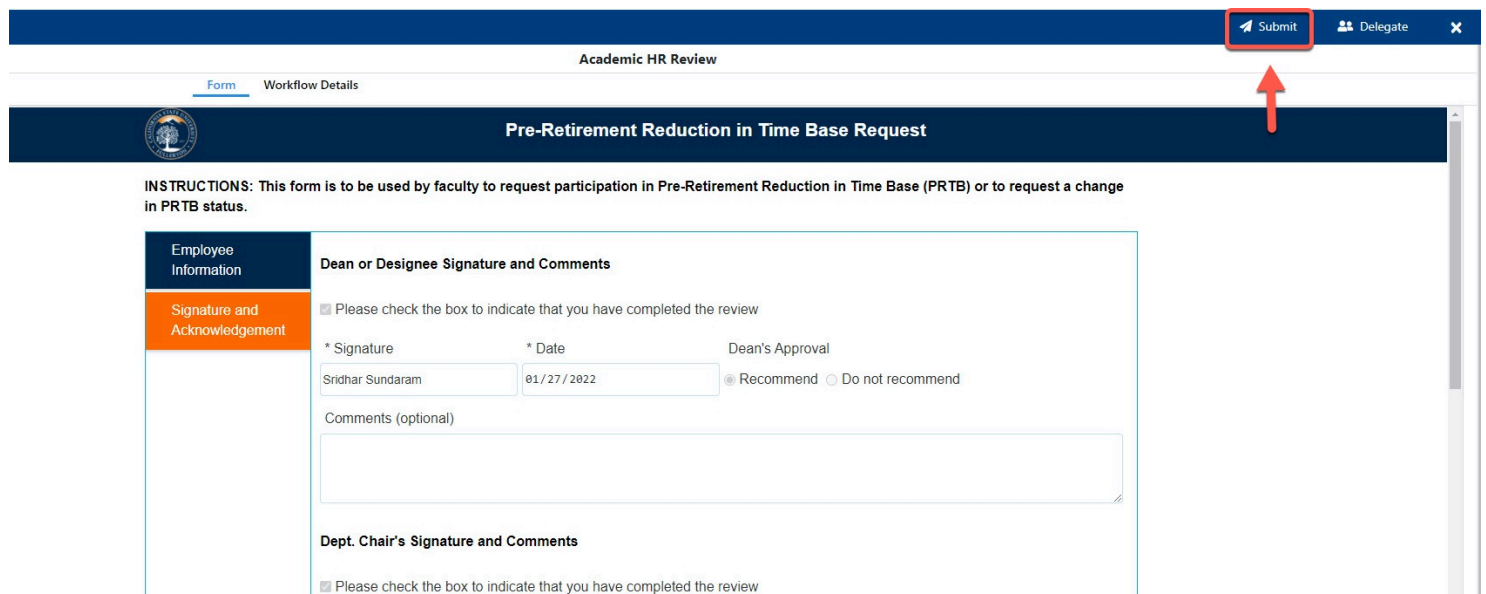
☐ If you are in an MPP position and have retreat rights to a faculty position, please check this box and department that you will return to as a faculty member

Select Participation

☐ Begin Participation ☒ Change Participation ☐ End Participation

### Step 13:

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



**Academic HR Review**

[Form](#) [Workflow Details](#)

**Pre-Retirement Reduction in Time Base Request**

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.

**Employee Information**

**Signature and Acknowledgement**

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

\* Signature: Sridhar Sundaram

\* Date: 01/27/2022

Dean's Approval: ☒ Recommend ☐ Do not recommend

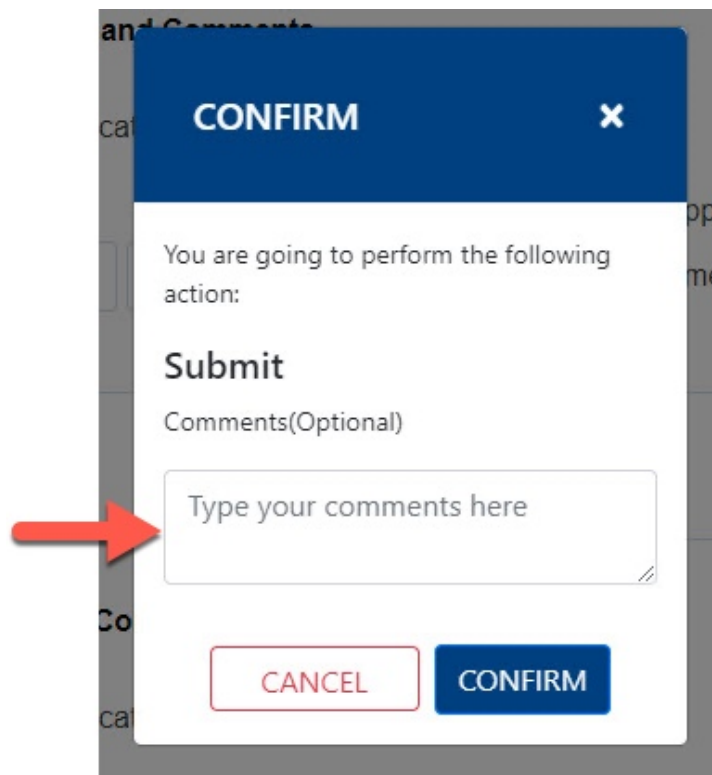
Comments (optional)

**Dept. Chair's Signature and Comments**

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

### Step 14: (Optional)

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



**CONFIRM** ×

You are going to perform the following action:

**Submit**

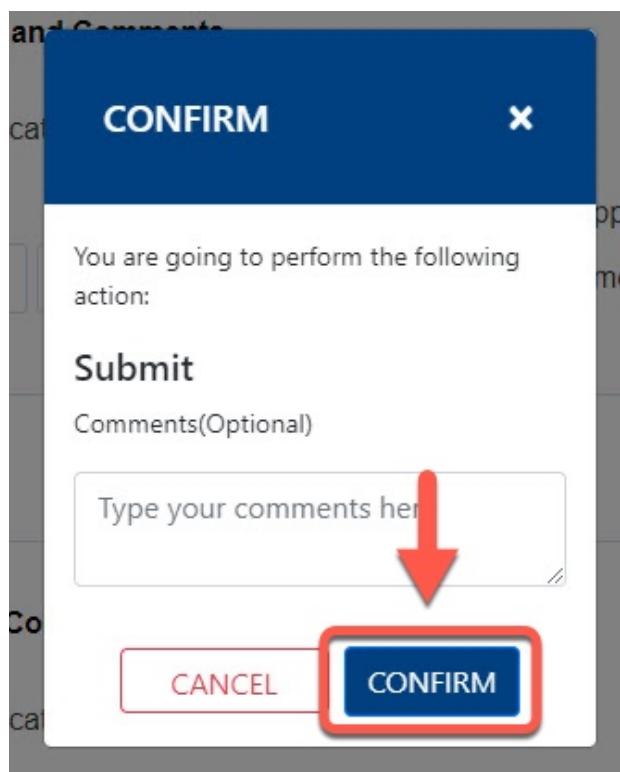
Comments(Optional)

Type your comments here

**CANCEL** **CONFIRM**

### **Step 15:**

Click the **Confirm** button



**CONFIRM** ×

You are going to perform the following action:

**Submit**

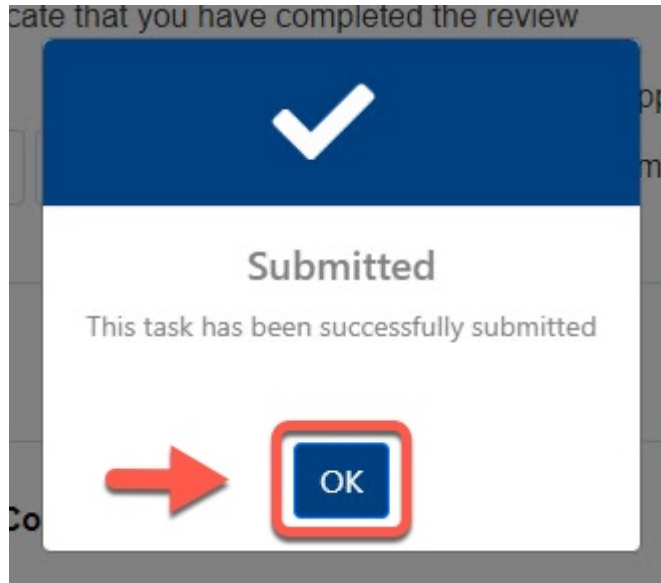
Comments(Optional)

Type your comments here

**CANCEL** **CONFIRM**

## 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



## Pre-Retirement Reduction in Timebase Request - Pending Review

Dear Academic HR Team,

Please review the Pre-Retirement Reduction in Timebase Request form.

### 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](mailto:helpdesk@fullerton.edu).

If you have any questions, please contact Academic HR at [academichr@fullerton.edu](mailto: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 MY FORMS MY DRAFTS **MY TASKS** HELP REPORTS

Type here to search

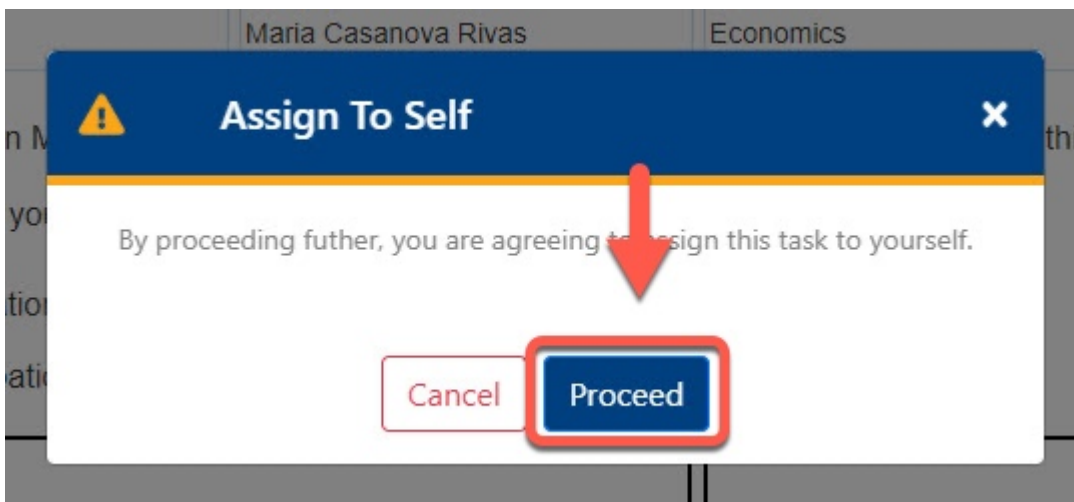
| Title                                       | Priority | Description | Assignee          | Workflow                                      | Status | Start Date            | Due Date |
|---------------------------------------------|----------|-------------|-------------------|-----------------------------------------------|--------|-----------------------|----------|
| <input type="checkbox"/> Academic HR Review | MEDIUM   | Tony Stark  | HR-Unit-Reviewers | Pre-Retirement Reduction in Time Base Request | ACTIVE | 1/27/2022 10:47:28 AM |          |
| <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 18:

Click the **Proceed** button



## Step 19:

Review the comments provided (if any)

Form Workflow Details Academic HR Review

**Pre-Retirement Reduction in Time Base Request**

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.

| Employee Information         | Dean or Designee Signature and Comments                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signature and Acknowledgment | <input type="checkbox"/> Please check the box to indicate that you have completed the review<br>* Signature _____ * Date 05/27/2022 Dean's Approval<br><input type="radio"/> Recommend <input type="radio"/> Do not recommend<br>Comments (optional) _____                                                                                                                                                                                   |
|                              | <b>Dept. Chair's Signature and Comments</b><br><input type="checkbox"/> Please check the box to indicate that you have completed the review<br>* Signature _____ * Date 05/27/2022 Chair's Approval<br><input type="radio"/> Recommend <input type="radio"/> Do not recommend<br>Comments (optional) _____                                                                                                                                   |
|                              | <b>Faculty Member's Signature and Comments</b><br><input type="checkbox"/> 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.<br>* Signature Maria Casanova * Date 05/27/2022<br>Comments (optional) _____ |
|                              | <b>Signature and Comments</b><br><input type="checkbox"/> Please check the box to sign the form<br>* Signature _____ * Date 05/27/2022<br>Comments (optional) _____                                                                                                                                                                                                                                                                          |

Generate PDF

## Step 20:

Check the box to indicate that you have completed the review

## HR Signature and Comments



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

\* Signature

\* Date

mm/dd/yyyy

Comments (optional)

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

## HR Signature and Comments

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

\* Signature

\* Date

Clay Quatermain

01/27/2022

Comments (optional)

## 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

\* Signature

\* Date

Clay Quatermain

01 / 27 / 2022

Comments (optional)




## Step 22:

Click the **Submit** button

Academic HR Review
Submit
Delegate

Form Workflow Details

### Pre-Retirement Reduction in Time Base Request

**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.

| Employee Information          | HR Signature and Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signature and Acknowledgement | <p><input checked="" type="checkbox"/> Please check the box to indicate that you have completed the review</p> <div style="display: flex; justify-content: space-between;"> <div>* Signature</div> <div>* Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; width: 200px;">[Signature]</div> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;">01 / 27 / 2022</div> </div> <p>Comments (optional)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%; margin-top: 5px;"></div> |



## Step 23: (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 24:**

Click the **Confirm** button

**CONFIRM** ×

You are going to perform the following action:

**Submit**

Comments(Optional)

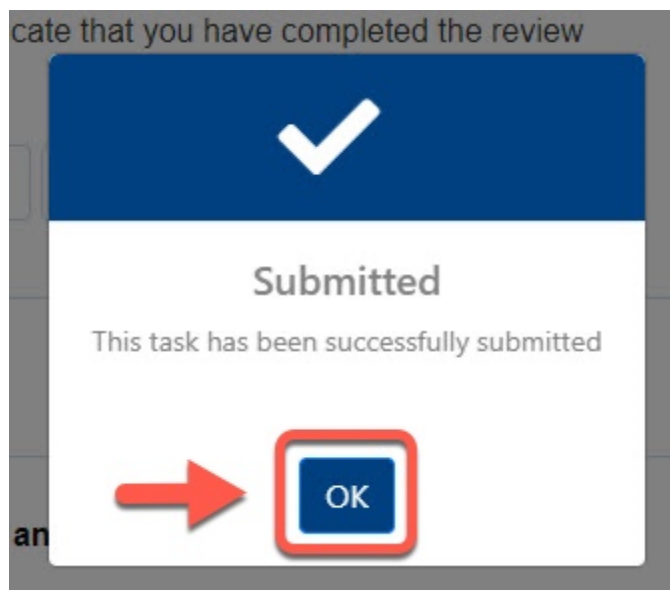
Type your comments here

**CANCEL** **CONFIRM**

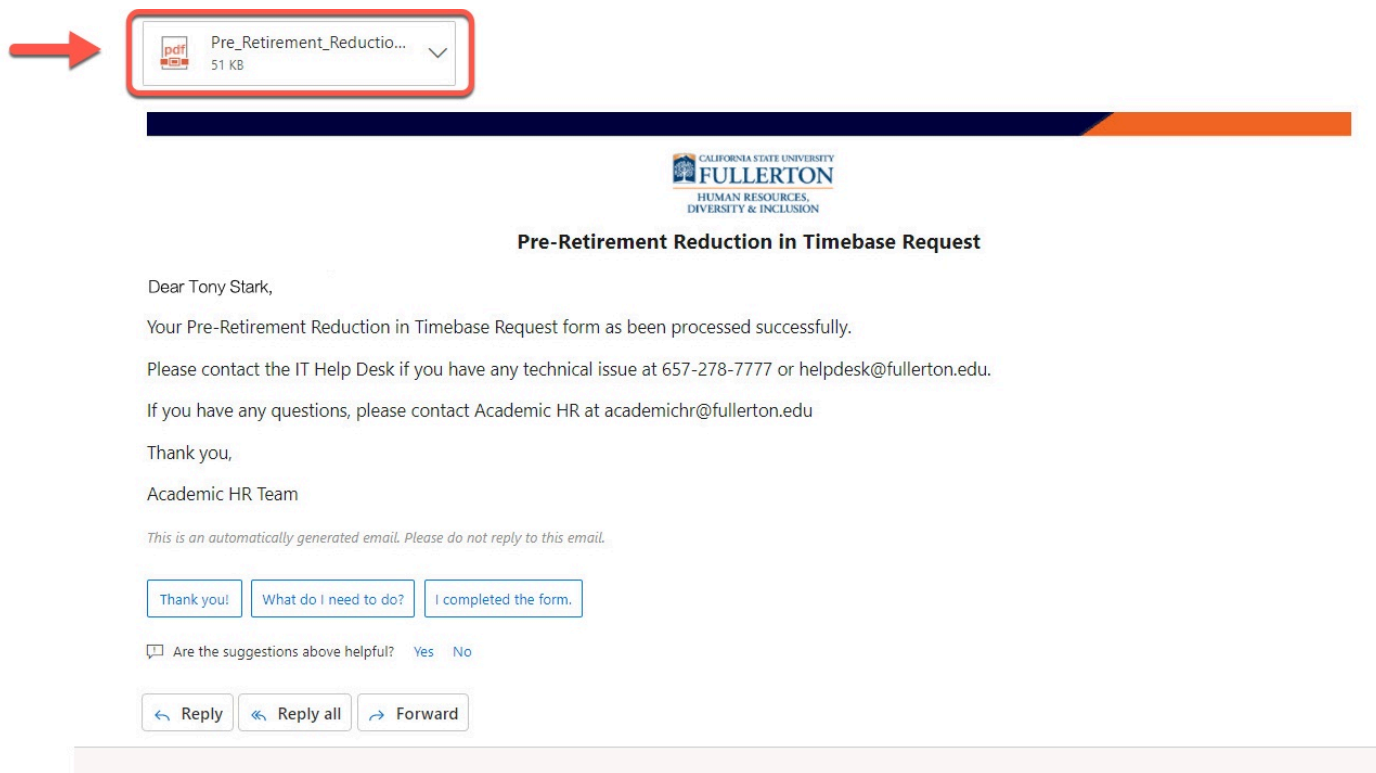


## **Step 25:**

Click the **OK** button



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



## Chair

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



## 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 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.*

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

| 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 |          |

## Step 2:

Review the information provided

Department Chair Review

Form Workflow Details

**Pre-Retirement Reduction in Time Base Request**

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.

**Employee Information**

\* 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

Select Participation

☐ Begin Participation ☒ Change Participation ☐ End Participation

**BEGIN PARTICIPATION**

Effective Academic Year

Requested Time Base: ☐ Two-Thirds (2/3) Timebase ☐ One-Half (1/2) Timebase ☐ One-Third (1/3) Timebase

**CHANGE PARTICIPATION**

| FROM                                                     | TO                                                        |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="radio"/> Two-Thirds (2/3) Timebase          | <input type="radio"/> One-Half (1/2) Timebase             |
| <input checked="" type="radio"/> One-Half (1/2) Timebase | <input checked="" type="radio"/> One-Third (1/3) Timebase |
| <input type="radio"/> One-Third (1/3) Timebase           |                                                           |

Effective Academic Year 2022-2023

**END PARTICIPATION**

☐ I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA. Anticipated Retirement Date mm/dd/yyyy

Generate PDF

### Step 3:

Click the **Signature and Acknowledgement** tab

**Employee Information**

**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 : department that you will return to as a faculty member

Select Participation

☐ Begin Participation ☒ Change Participation ☐ End Participation

### Step 4:

Review the comments (if any provided)

Department Chair Review

Form Workflow Details

**Pre-Retirement Reduction in Time Base Request**

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.

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information | <p><b>Dept. Chair's Signature and Comments</b></p> <p><input type="checkbox"/> Please check the box to indicate that you have completed the review</p> <p>* Signature * Date Chair's Approval<br/> <input type="text"/> mm/dd/yyyy <input type="radio"/> Recommend <input type="radio"/> Do not recommend</p> <p>Comments (optional)</p> <p><b>Faculty Member's Signature and Comments</b></p> <p><input type="checkbox"/> 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.</p> <p>* Signature * Date<br/> <input type="text"/> 01/27/2022</p> <p>Comments (optional)</p> <p><b>Signature and Comments</b></p> <p><input type="checkbox"/> Please check the box to sign the form</p> <p>* Signature * Date<br/> <input type="text"/> 01/27/2022</p> <p>Comments (optional)</p> |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Generate PDF

## Step 5:

Check the box to indicate you have completed the review

**Dept. Chair's Signature and Comments**

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

\* Signature \* Date Chair's Approval  
 mm/dd/yyyy ☐ Recommend ☐ Do not recommend

Comments (optional)

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)

### Step 6:

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)



### Step 7:

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

Department Chair Review

Form Workflow Details

Pre-Retirement Reduction in Time Base Request

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.

Employee Information

Signature and Acknowledgement

Dept. Chair's Signature and Comments

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

\* Signature \* Date Chair's Approval

01/27/2022 ☒ Recommend ☐ Do not recommend

Comments (optional)

Faculty Member's Signature and Comments

Submit

## Step 8: (Optional)

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

CONFIRM

You are going to perform the following action:

Submit

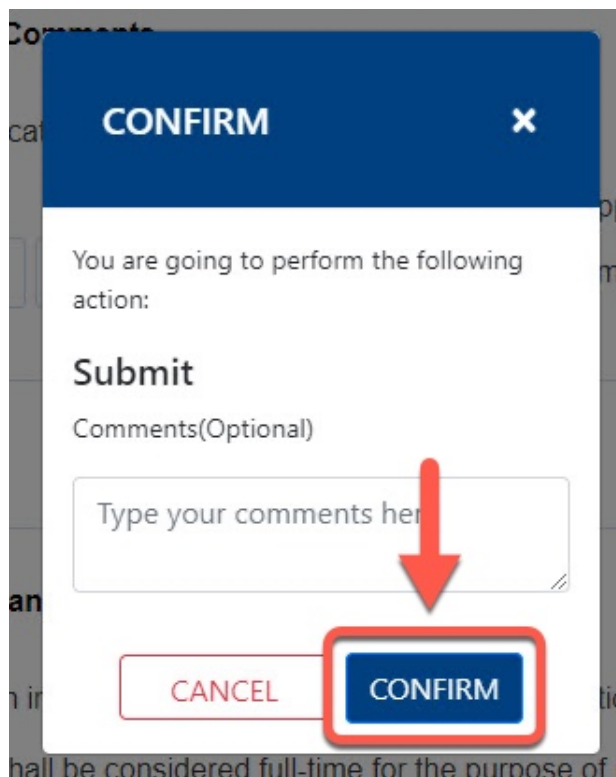
Comments(Optional)

Type your comments here

CANCEL CONFIRM

## Step 9:

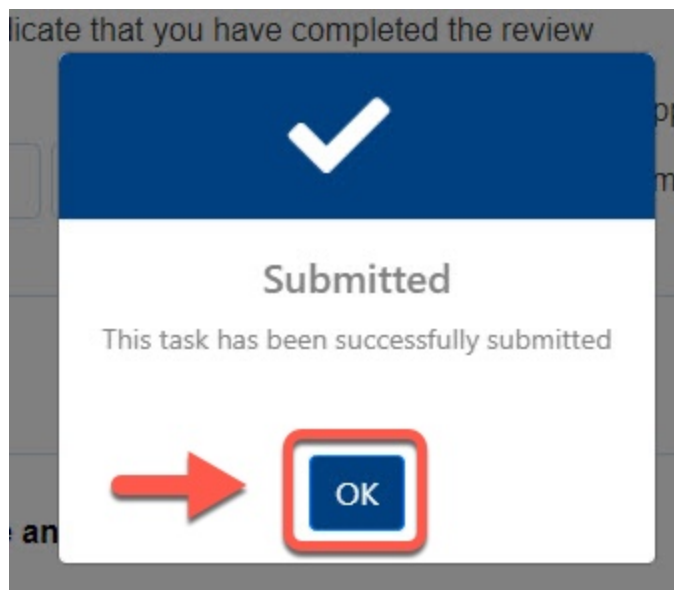
Click the **Confirm** button



A screenshot of a 'CONFIRM' dialog box. The title bar is dark blue with the word 'CONFIRM' in white and a close button (X) on the right. The main content area is white and contains the text 'You are going to perform the following action:' followed by 'Submit' in bold. Below this is 'Comments(Optional)' and a text input field with the placeholder 'Type your comments here'. A red arrow points down to the input field. At the bottom, there are two buttons: 'CANCEL' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red rectangular border.

**Step 10:**

Click the **OK** button



A screenshot of a 'Submitted' confirmation dialog box. The title bar is dark blue with a white checkmark icon. The main content area is white and contains the text 'Submitted' in bold, followed by 'This task has been successfully submitted'. At the bottom, there is a red arrow pointing right towards an 'OK' button, which is highlighted with a red rectangular border.

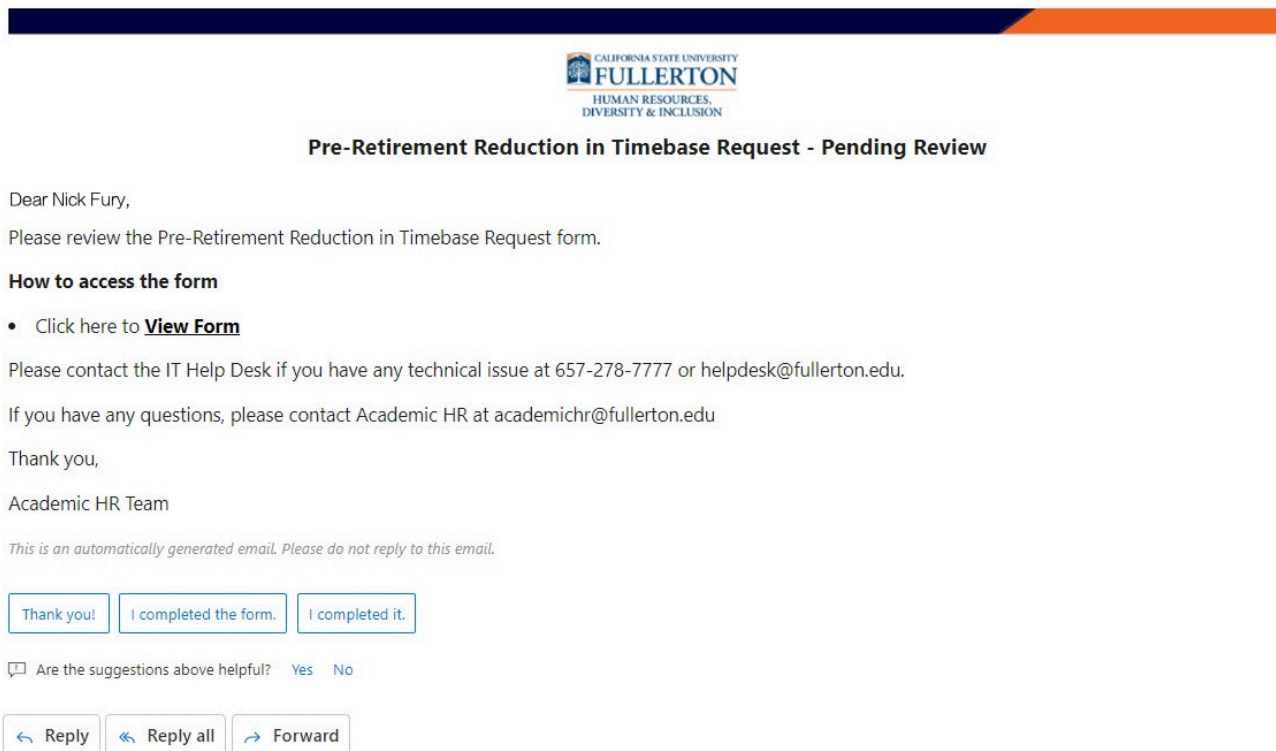


## Dean

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

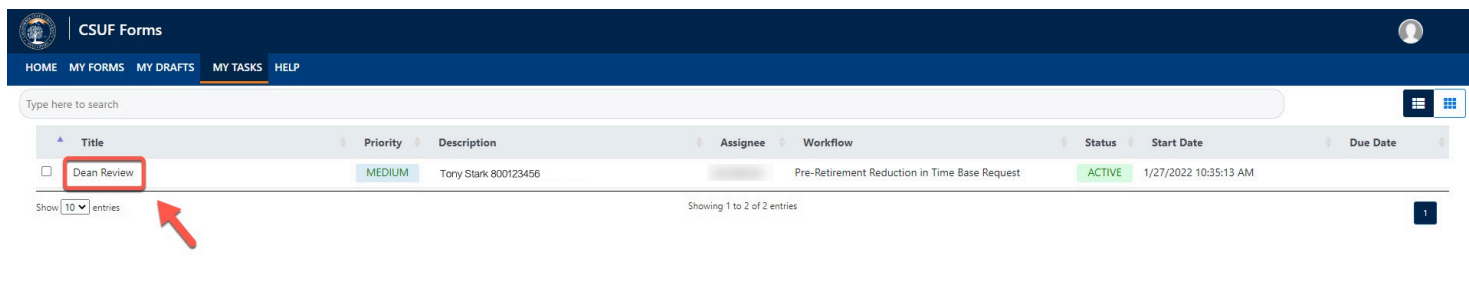
### Step 1:

Click the **View Form** link OR



Go to CSUF Forms

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



### Step 2:

## Review the information provided

Dean Review

Form Workflow Details

**Pre-Retirement Reduction in Time Base Request**

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.

**Employee Information**

\* 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

Select Participation

☐ Begin Participation ☒ Change Participation ☐ End Participation

**BEGIN PARTICIPATION**

Effective Academic Year:

Requested Time Base: ☐ Two-Thirds (2/3) Timebase ☐ One-Half (1/2) Timebase ☐ One-Third (1/3) Timebase

**CHANGE PARTICIPATION**

**FROM**

☐ Two-Thirds (2/3) Timebase ☒ One-Half (1/2) Timebase ☐ One-Third (1/3) Timebase

**TO**

☐ One-Half (1/2) Timebase ☒ One-Third (1/3) Timebase

Effective Academic Year: 2022-2023

**END PARTICIPATION**

☐ I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA. Anticipated Retirement Date: mm/dd/yyyy

Generate PDF

### Step 3:

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 (PRTB) or to request a change in PRTB status.

**Employee Information**

**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

Select Participation

☐ Begin Participation ☒ Change Participation ☐ End Participation

### Step 4:

Review the comments (if any provided)

| Employee Information          | Dean or Designee Signature and Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signature and Acknowledgement | <input type="checkbox"/> Please check the box to indicate that you have completed the review<br><div> <div>* Signature</div> <div>* Date</div> <div>Dean's Approval</div> </div> <div> <div>mm/dd/yyyy</div> <div><input type="checkbox"/> Recommend <input type="checkbox"/> Do not recommend</div> </div> <div>Comments (optional)</div>                                                                                                                                                            |
|                               | <div>Dept. Chair's Signature and Comments</div> <div> <input type="checkbox"/> Please check the box to indicate that you have completed the review </div> <div> <div>* Signature</div> <div>* Date</div> <div>Chair's Approval</div> </div> <div> <div>mm/dd/yyyy</div> <div><input type="checkbox"/> Recommend <input type="checkbox"/> Do not recommend</div> </div> <div>Comments (optional)</div>                                                                                                 |
|                               | <div>Faculty Member's Signature and Comments</div> <div> <input type="checkbox"/> 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. </div> <div> <div>* Signature</div> <div>* Date</div> </div> <div> <div>mm/dd/yyyy</div> </div> <div>Comments (optional)</div> |
|                               | <div>Signature and Comments</div> <div> <input type="checkbox"/> Please check the box to sign the form </div> <div> <div>* Signature</div> <div>* Date</div> </div> <div> <div>mm/dd/yyyy</div> </div> <div>Comments (optional)</div>                                                                                                                                                                                                                                                                 |

Generate PDF

## Step 5:

Check the box to indicate you have completed the review

Dean or Designee Signature and Comments

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

\* Signature

\* Date

Dean's Approval

mm/dd/yyyy

☐ Recommend ☐ Do not recommend

Comments (optional)

## Step 6:

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 | <input type="radio"/> Recommend <input type="radio"/> Do not recommend |
| Comments (optional) |            |                                                                        |

### Step 7:

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 | <input type="radio"/> Recommend <input type="radio"/> 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

Nick Fury

\* Date

01/27/2022

Dean's Approval

☐ Recommend ☐ Do not recommend

Comments (optional)




### Step 9:

Click the **Submit** button

Submit
 Reject
 Delegate
✕

Dean Review

Form Workflow Details

### Pre-Retirement Reduction in Time Base Request

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.

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Information | <h4>Dean or Designee Signature and Comments</h4> <p><input checked="" type="checkbox"/> Please check the box to indicate that you have completed the review</p> <div style="display: flex; justify-content: space-between;"> <div> <p style="font-size: small;">* Signature</p> <input style="width: 100%;" type="text" value="Nick Fury"/> </div> <div> <p style="font-size: small;">* Date</p> <input style="width: 100%;" type="text" value="01/27/2022"/> </div> <div> <p style="font-size: small;">Dean's Approval</p> <p><input checked="" type="radio"/> Recommend <input type="radio"/> Do not recommend</p> </div> </div> <p style="font-size: small; margin-top: 5px;">Comments (optional)</p> <input style="width: 100%; height: 40px;" type="text"/> |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



### Step 10: (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 11:**

Click the **Confirm** button

**CONFIRM** ×

You are going to perform the following action:

**Submit**

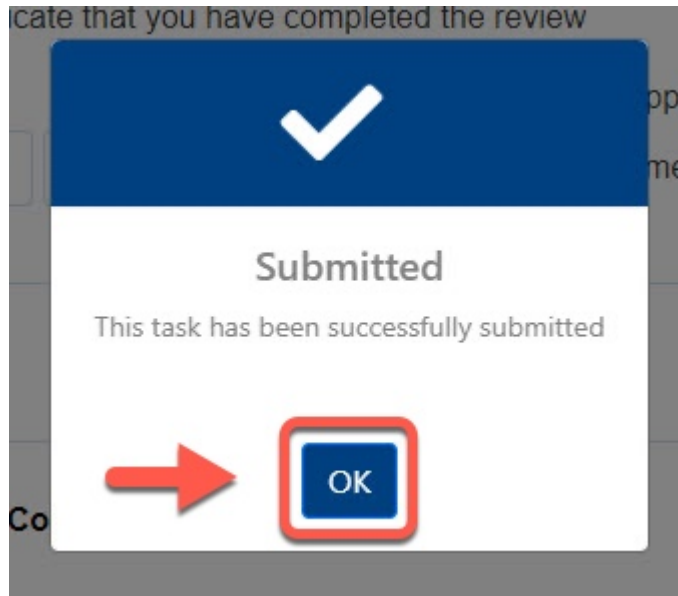
Comments(Optional)

Type your comments here

**CANCEL** **CONFIRM**

## **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



## Pre-Retirement Reduction in Timebase Request - Pending Review

Dear Alexander Pierce,

Please review the Pre-Retirement Reduction in Timebase Request form.

### 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.*

Thank you!

I completed the form.

I completed it.

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

[Reply](#)

[Reply all](#)

[Forward](#)

Go to CSUF Forms

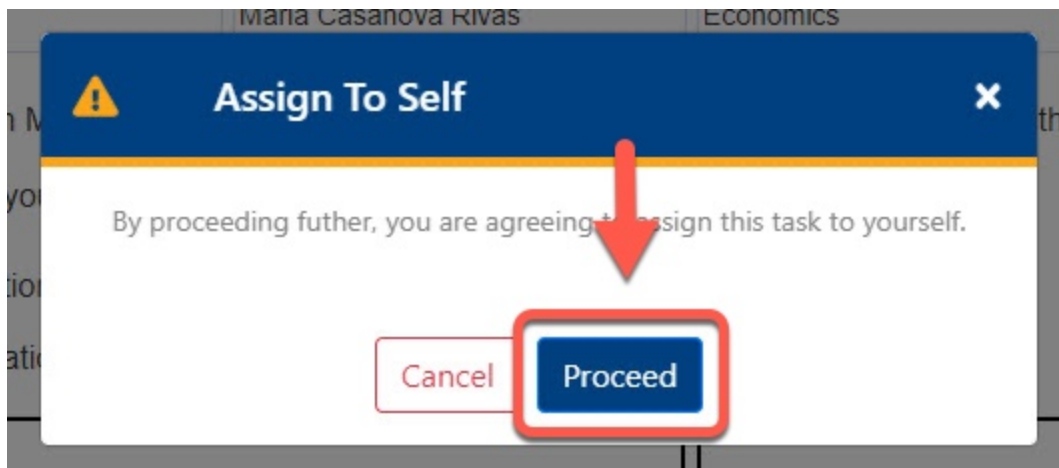
under **My Tasks**, click the appropriate form

| 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 |          |
| [Redacted]        | MEDIUM   | [Redacted]           | [Redacted]            | Chair/Director Application                    | ACTIVE | 1/14/2022 2:21:08 PM  |          |
| [Redacted]        | MEDIUM   | [Redacted]           | [Redacted]            | Chair/Director Application                    | ACTIVE | 12/6/2021 11:55:35 PM |          |
| [Redacted]        | MEDIUM   | [Redacted]           | [Redacted]            | Chair/Director Application                    | ACTIVE | 10/14/2021 3:01:50 AM |          |
| [Redacted]        | MEDIUM   | [Redacted]           | [Redacted]            | Chair/Director Application                    | ACTIVE | 10/12/2021 3:26:32 AM |          |
| [Redacted]        | MEDIUM   | [Redacted]           | [Redacted]            | Timebase Change Request                       | ACTIVE | 4/13/2021 1:53:09 PM  |          |

## Step 2:

Click on the **Proceed** button





### Step 3:

Review the information provided

VP/Provost Review

Form Workflow Details

**Pre-Retirement Reduction in Time Base Request**

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.

**Employee Information**

\* 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

Select Participation:

☐ Begin Participation ☒ Change Participation ☐ End Participation

**BEGIN PARTICIPATION**

Effective Academic Year:

Requested Time Base:

☐ Two-Thirds (2/3) Timebase

☐ One-Half (1/2) Timebase

☐ One-Third (1/3) Timebase

**CHANGE PARTICIPATION**

**FROM**

☐ Two-Thirds (2/3) Timebase

☒ One-Half (1/2) Timebase

☐ One-Third (1/3) Timebase

**TO**

☐ One-Half (1/2) Timebase

☒ One-Third (1/3) Timebase

Effective Academic Year: 2022-2023

**END PARTICIPATION**

☐ I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.

Anticipated Retirement Date:

Generate PDF

### Step 4:

Click on the **Signature and Acknowledgement** tab

Employee Information
Signature and Acknowledgement

### Employee Information

\* 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 department that you will return to as a faculty member

Select Participation

☐ Begin Participation
☒ Change Participation
☐ End Participation

## Step 5:

Review the comments provided (if any)

Pre-Retirement Reduction in Time Base Request

**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.

Employee Information
Signature and Acknowledgement

#### VPA's PROVOST'S Signature and Comments

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

\* Signature
\* Date

\* Vice President's/Provost's Approval

☐ Recommend
☐ Do not recommend

Comments (optional)

#### Dean or Designee Signature and Comments

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

\* Signature
\* Date
Dean's Approval

☐ Recommend
☐ Do not recommend

Comments (optional)

#### Dept. Chair's Signature and Comments

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

\* Signature
\* Date
Chair's Approval

☐ Recommend
☐ Do not recommend

Comments (optional)

#### Faculty Member's Signature and Comments

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

\* Signature
\* Date

Comments (optional)

#### Signature and Comments

☐ Please check the box to sign the form

\* Signature
\* Date

\* Sign as Chairman

Comments (optional)

Generate PDF

© 2021 CSUF. All rights reserved.

## Step 6:

Check the box to indicate that you have completed the review

### VPAA'S /PROVOST'S Signature and Comments



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

\* Signature

\* Date

\* Vice President's/Provost's Approval

☐ Recommend ☐ Do not recommend

Comments (optional)

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

\* Vice President's/Provost's Approval

☐ Recommend ☐ Do not recommend

Comments (optional)

### **Step 7:**

Indicate your decision of **Recommend** or **Do not recommend**

### 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)

### Step 8:

Leave comments in the **Comments (optional)** field

### 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)

### Step 9:

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

## Step 10: (Optional)

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

## Step 11:

Click the **Confirm** button

**CONFIRM** X

You are going to perform the following action:

**Submit**

Comments(Optional)

Type your comments here

CANCEL CONFIRM

## **Step 12:**

Click 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](mailto:academichr@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).