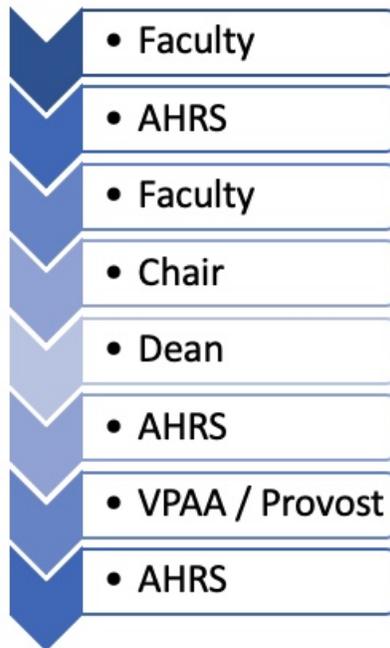


Pre-Retirement Reduction in Time Base (PRTB) Form

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



Step 3:

Click on the airplane icon to launch the form



Step 4:

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

The screenshot shows the 'Employee Information' section of the form. It has a sidebar with 'Employee Information' (orange) and 'Signature and Acknowledgement' (dark blue). The main area is titled 'Employee Information' and contains three required fields: '* CWID', '* Print Name', and '* Department'. The '* CWID' field is highlighted with a red box, and a red arrow points down to it. Below these fields is a 'Select Participation' section with three radio buttons: 'Begin Participation', 'Change Participation', and 'End Participation'.

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

Employee Information	Employee Information		
Signature and Acknowledgement	* CWID <input type="text" value="800123456"/>	* Print Name <input type="text" value="Tony Stark"/>	* Department <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

Employee Information

* CWID <input type="text" value="800123456"/>	* Print Name <input type="text" value="Tony Stark"/>	* Department <input type="text" value="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 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: [Dropdown Menu]

Dept ID: [Dropdown Menu]

Step 9:

Select the appropriate department

Search Department: comm

Dept Name: [Expanded Dropdown Menu]

Dept ID: [Dropdown Menu]

Please select the FERP participation type:

Begin FERP Participation (C)

- ✓ Human Communication Studies
- Comm Sciences and Disorders
- Communications
- Dean COMM
- Instruction COMM

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

The screenshot shows a web form for 'Employee Information'. On the left, there are two vertical tabs: 'Employee Information' (orange) and 'Signature and Acknowledgement' (dark blue). The main content area is titled 'Employee Information' and contains the following fields:

- * CWID: 800123456
- * Print Name: Tony Stark
- * Department: Science

Below these fields is a 'Select Participation' section with three radio buttons:

- Begin Participation
- Change Participation
- End Participation

The 'Begin Participation' section is highlighted with a red rounded rectangle. It contains:

- BEGIN PARTICIPATION**
- Effective: Academic Year [dropdown menu]
- Requested Time Base:
 - Two-Thirds (2/3) Timebase
 - One-Half (1/2) Timebase
 - One-Third (1/3) Timebase

To the right of the 'Begin Participation' section is the 'CHANGE PARTICIPATION' section, which is currently inactive. It contains two columns: 'FROM' and 'TO'. Each column has three radio button options for timebase selection: Two-Thirds (2/3), One-Half (1/2), and One-Third (1/3). At the bottom of this section is an 'Effective: Academic Year' dropdown menu.

Step A:

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

Employee Information	Employee Information				
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 checked="" type="radio"/> Begin Participation <input type="radio"/> Change Participation <input type="radio"/> End Participation				
	BEGIN PARTICIPATION Effective: Academic Year <input type="text" value="▼"/> Requested Time Base: <input type="radio"/> Two-Thirds (2/3) Timebase <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase	CHANGE PARTICIPATION <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> FROM <input type="radio"/> Two-Thirds (2/3) Timebase <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase </td> <td style="width: 50%; padding: 5px;"> TO <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase </td> </tr> </table> Effective: Academic Year <input type="text" value="▼"/>		FROM <input type="radio"/> Two-Thirds (2/3) Timebase <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase	TO <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase
FROM <input type="radio"/> Two-Thirds (2/3) Timebase <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase	TO <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase				

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

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	Employee Information										
Signature and Acknowledgement	* CWID 800123456	* Print Name Tony Stark	* Department Science								
	Select Participation <input type="radio"/> Begin Participation <input checked="" type="radio"/> Change Participation <input type="radio"/> End Participation										
	BEGIN PARTICIPATION Effective: Academic Year <input type="text"/> Requested Time Base: <input type="radio"/> Two-Thirds (2/3) Timebase <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase	CHANGE PARTICIPATION <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">FROM</td> <td style="width: 50%; padding: 5px;">TO</td> </tr> <tr> <td style="padding: 5px;"><input type="radio"/> Two-Thirds (2/3) Timebase</td> <td style="padding: 5px;"><input type="radio"/> One-Half (1/2) Timebase</td> </tr> <tr> <td style="padding: 5px;"><input type="radio"/> One-Half (1/2) Timebase</td> <td style="padding: 5px;"><input type="radio"/> One-Third (1/3) Timebase</td> </tr> <tr> <td style="padding: 5px;"><input type="radio"/> One-Third (1/3) Timebase</td> <td style="padding: 5px;"></td> </tr> </table> Effective: Academic Year <input type="text"/>		FROM	TO	<input type="radio"/> Two-Thirds (2/3) Timebase	<input type="radio"/> One-Half (1/2) Timebase	<input type="radio"/> One-Half (1/2) Timebase	<input type="radio"/> One-Third (1/3) Timebase	<input type="radio"/> One-Third (1/3) Timebase	
FROM	TO										
<input type="radio"/> Two-Thirds (2/3) Timebase	<input type="radio"/> One-Half (1/2) Timebase										
<input type="radio"/> One-Half (1/2) Timebase	<input type="radio"/> One-Third (1/3) Timebase										
<input type="radio"/> One-Third (1/3) Timebase											

Step A:

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

CHANGE PARTICIPATION

<p style="text-align: center;">FROM</p> <div style="border: 2px solid red; border-radius: 15px; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Two-Thirds (2/3) Timebase </div> <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase	<p style="text-align: center;">TO</p> <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase
---	--

Effective: Academic Year

Step B:

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

CHANGE PARTICIPATION

FROM	TO
<input checked="" type="radio"/> Two-Thirds (2/3) Timebase	<div style="border: 2px solid red; border-radius: 15px; padding: 5px;"> <input type="radio"/> One-Half (1/2) Timebase </div>
<input type="radio"/> One-Half (1/2) Timebase	<input type="radio"/> One-Third (1/3) Timebase
<input type="radio"/> One-Third (1/3) Timebase	

Effective: Academic Year ▼

Step C:

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

CHANGE PARTICIPATION

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



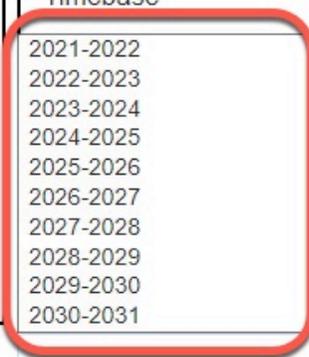
Step D:

Select the appropriate **Academic Year** range

CHANGE PARTICIPATION

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

Effective: Academic Year 



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

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

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

END PARTICIPATION

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

Step 12:

Click the **Signature and Acknowledgment** tab

Employee Information

Signature and Acknowledgement

Employee Information

* 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	Signature and Comments
Signature and Acknowledgement	<input type="checkbox"/> Please check the box to sign the form * Signature <input type="text"/> * Date <input type="text" value="mm / dd / yyyy"/> Comments (optional) <input style="width: 100%; height: 40px;" type="text"/>

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

Employee Information	Signature and Comments
Signature and Acknowledgement	<input checked="" type="checkbox"/> Please check the box to sign the form * Signature <input type="text" value="Tony Stark"/> * Date <input type="text" value="01 / 27 / 2022"/> Comments (optional) <input style="width: 100%; height: 40px;" type="text"/>

Step 14: (Optional)

Leave a comment in the Comments (optional) field

Employee Information	Signature and Comments
Signature and Acknowledgement	<input checked="" type="checkbox"/> Please check the box to sign the form * Signature <input type="text" value="Tony Stark"/> * Date <input type="text" value="01 / 27 / 2022"/> Comments (optional) <div style="border: 2px solid red; padding: 5px; width: 300px; height: 40px; margin-top: 10px;"></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	<input checked="" type="checkbox"/> Please check the box to sign the form	
	* Signature	* Date
	Tony Stark	01/27/2022
	Comments (optional)	
	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></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.

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! The form will next go to Academic HR for Review

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

You will receive an email indicating there is a 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.

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
Faculty Review	MEDIUM	Tony Stark 800123456		Pre-Retirement Reduction in Time Base Request	ACTIVE	1/27/2022 10:23:37 AM	

Show 10 entries Showing 1 of 1 entries

Step 17:

Click on the **Signature and Acknowledgement** tab

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	* 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 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					
<p>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.</p>					
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.				
	<table> <tr> <td>* Signature</td> <td>* Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="mm / dd / yyyy"/></td> </tr> </table>	* Signature	* Date	<input type="text"/>	<input type="text" value="mm / dd / yyyy"/>
* Signature	* Date				
<input type="text"/>	<input type="text" value="mm / dd / yyyy"/>				
	Comments (optional) <input style="width: 100%; height: 20px;" type="text"/>				
	Signature and Comments <input checked="" type="checkbox"/> Please check the box to sign the form				
	<table> <tr> <td>* Signature</td> <td>* Date</td> </tr> <tr> <td><input type="text" value="Maria Casanova"/></td> <td><input type="text" value="01/27/2022"/></td> </tr> </table>	* Signature	* Date	<input type="text" value="Maria Casanova"/>	<input type="text" value="01/27/2022"/>
* Signature	* Date				
<input type="text" value="Maria Casanova"/>	<input type="text" value="01/27/2022"/>				
	Comments (optional) <input style="width: 100%; height: 20px;" type="text" value="I would like this request processed asap."/>				
<input type="button" value="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 style="text-align: center;">Faculty Member's Signature and Comments</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 * Date</p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%; border: 1px solid #ccc;" 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 style="text-align: center;">Signature and Comments</p> <p><input checked="" type="checkbox"/> Please check the box to sign the form</p> <p>* Signature * Date</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;">I would like this request processed asap.</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

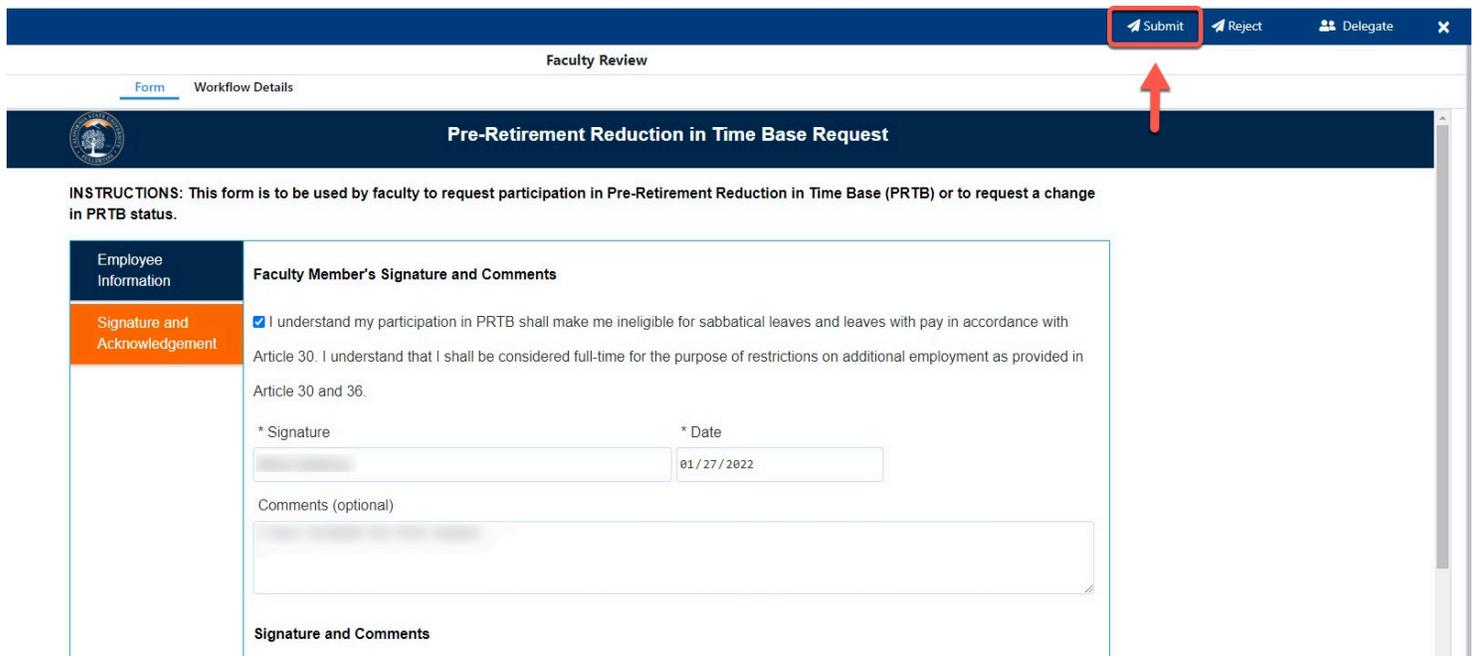
01 / 27 / 2022

Comments (optional)



Step 21:

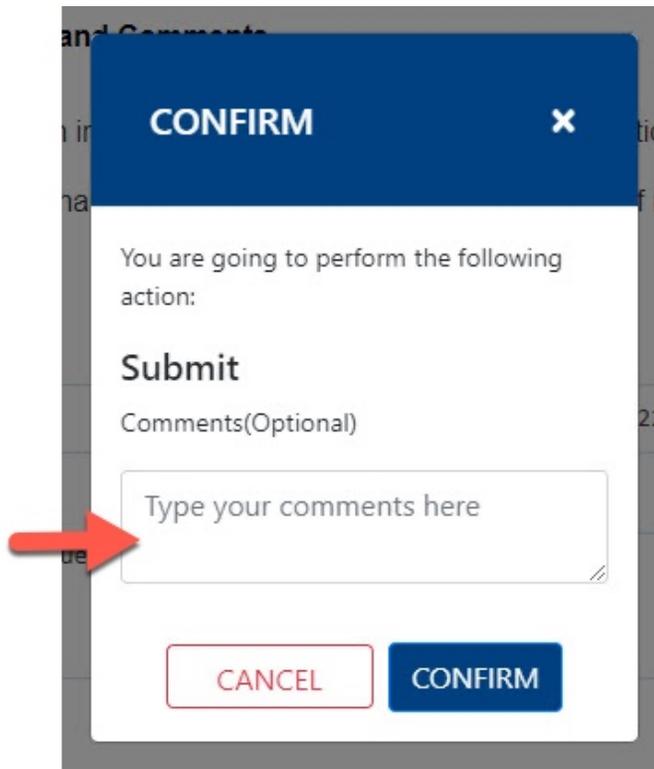
Click the **Submit** button (in the upper right-hand corner)



The screenshot shows the top navigation bar with buttons for 'Submit', 'Reject', and 'Delegate'. The 'Submit' button is highlighted with a red box and a red arrow. Below the navigation bar is the 'Faculty Review' section with tabs for 'Form' and 'Workflow Details'. The main header reads 'Pre-Retirement Reduction in Time Base Request'. The instructions state: '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.' The form content includes the 'Faculty Member's Signature and Comments' section, which contains the same signature and date fields as shown in the previous image, and an empty 'Comments (optional)' field.

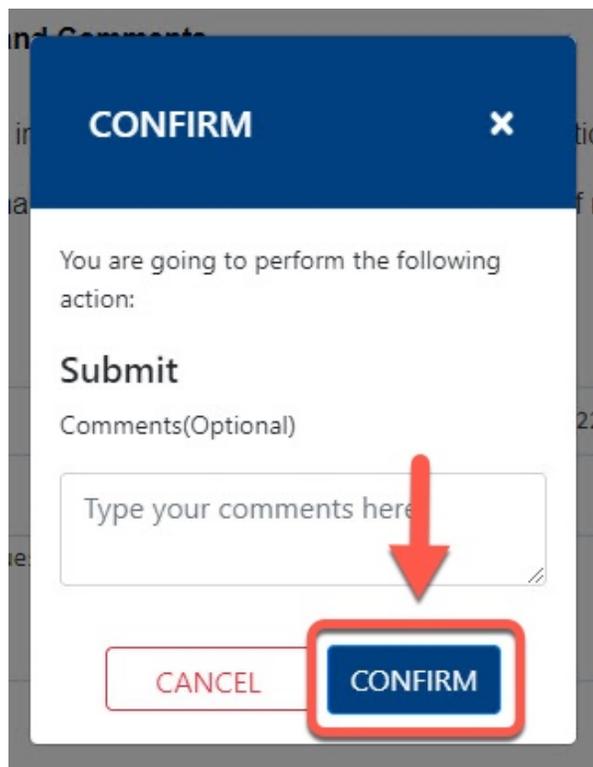
Step 22: (Optional)

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



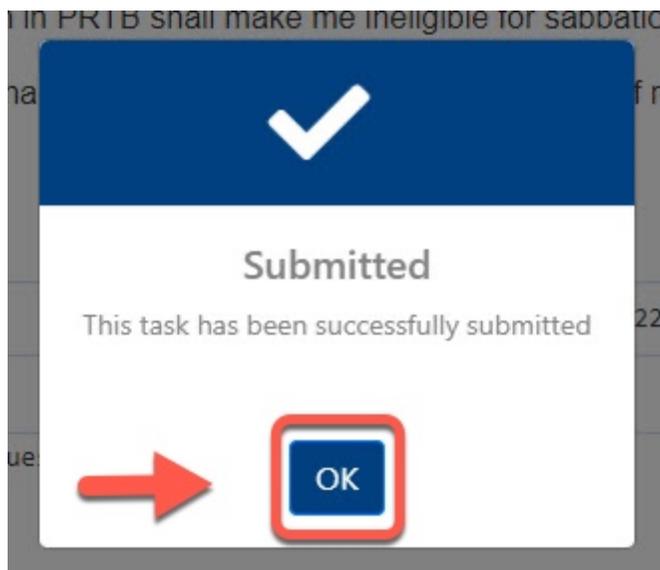
Step 23:

Click the **Confirm** button



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.

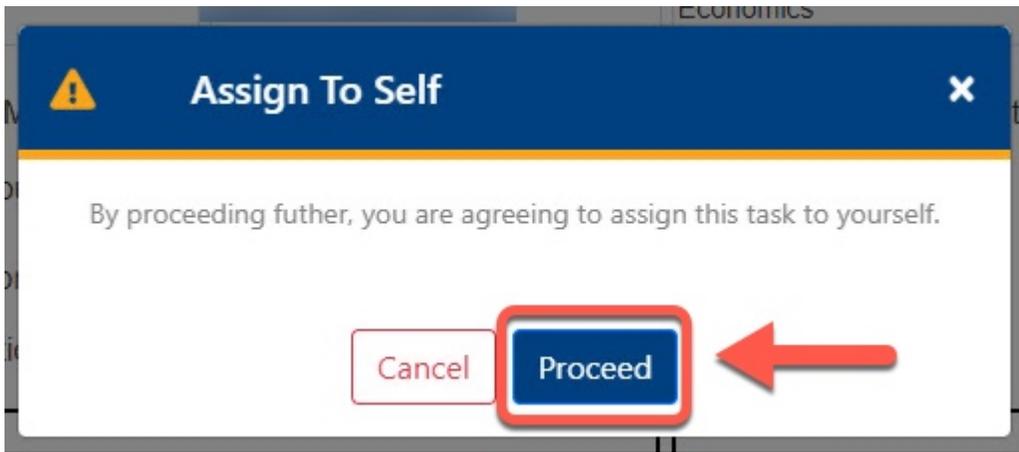
Are the suggestions above helpful? [Yes](#) [No](#)

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

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
Academic HR Review	MEDIUM	Tony Stark 800123456	HR-Unit-Reviewers	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/27/2022 10:19:00 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/26/2022 12:14:59 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/26/2022 12:14:42 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/25/2022 5:18:50 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/25/2022 10:26:29 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/25/2022 9:31:40 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/18/2022 12:14:11 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/5/2022 3:20:06 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	12/14/2021 2:45:07 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Campus Solution Access Request	ACTIVE	12/9/2021 4:06:55 AM	

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 800123456	* Print Name Tony Stark								
	* Department 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 checked="" type="radio"/> Change Participation <input type="radio"/> End Participation									
	BEGIN PARTICIPATION Effective Academic Year: <input type="text" value="2022-2023"/> Requested Time Base: <input type="radio"/> Two-Thirds (2/3) Timebase <input type="radio"/> One-Half (1/2) Timebase <input type="radio"/> One-Third (1/3) Timebase	CHANGE PARTICIPATION <table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Two-Thirds (2/3) Timebase</td> <td><input type="radio"/> One-Half (1/2) Timebase</td> </tr> <tr> <td><input checked="" type="radio"/> One-Half (1/2) Timebase</td> <td><input checked="" type="radio"/> One-Third (1/3) Timebase</td> </tr> <tr> <td><input type="radio"/> One-Third (1/3) Timebase</td> <td></td> </tr> </tbody> </table> Effective Academic Year: <input type="text" value="2022-2023"/>	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	
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										
	END PARTICIPATION <input type="checkbox"/> I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA. <table border="1"> <tr> <td>Anticipated Retirement Date</td> <td><input type="text" value="mm/dd/yyyy"/></td> </tr> </table>		Anticipated Retirement Date	<input type="text" value="mm/dd/yyyy"/>						
Anticipated Retirement Date	<input type="text" value="mm/dd/yyyy"/>									

Generate PDF

Step 4:

Click the **Signature and Acknowledgement** tab

Employee Information

* CWID: 800123456

* Print Name: Tony Stark

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

Begin Participation Change Participation End Participation

Step 5:

Review the comments (if any provided)

Signature and Comments

Please check the box to sign the form

* Signature: Tony Stark

* Date: 01 / 27 / 2022

Comments (optional)

Step 6:

Click 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 Comments
Signature and Acknowledgement	<input type="checkbox"/> Please check the box to sign the form * Signature <input type="text"/> * Date <input type="text" value="01/27/2022"/> Comments (optional) <input type="text"/>

Generate PDF

Step 7: (Optional)

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

CONFIRM [X]

You are going to perform the following action:

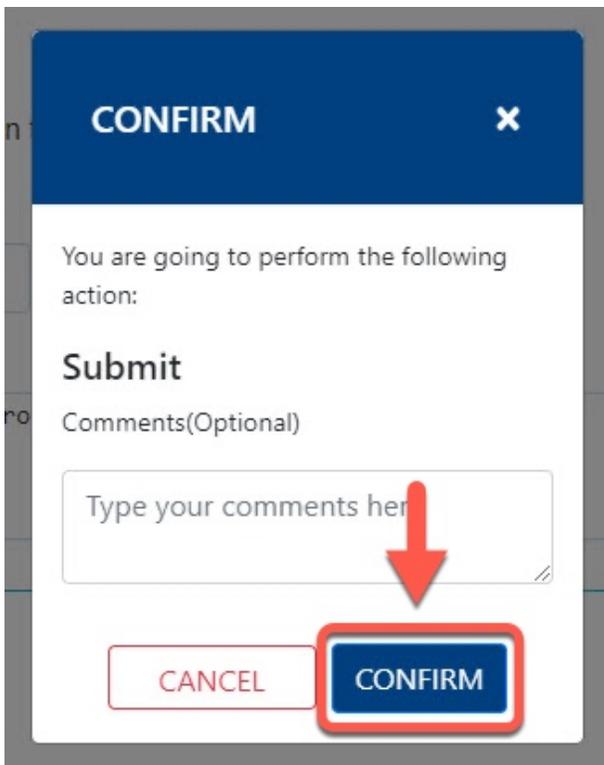
Submit
Comments(Optional)

Type your comments here

CANCEL CONFIRM

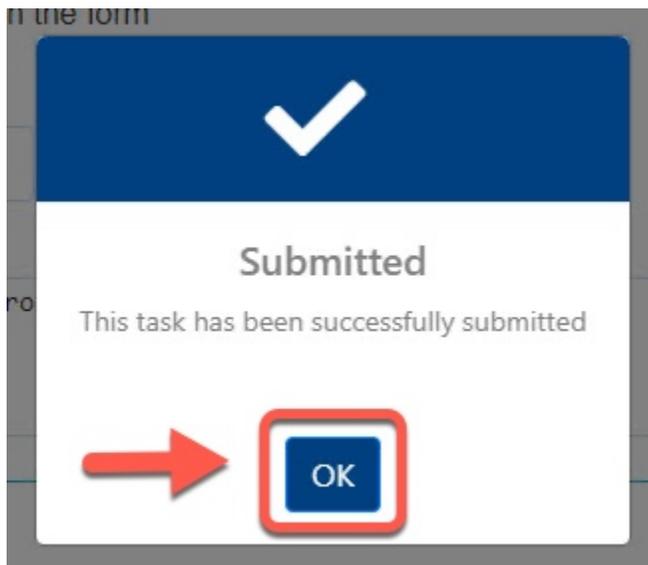
Step 8:

Click the **Confirm** button



Step 9:

Click the **OK** button



! The form go back to the Faculty for review

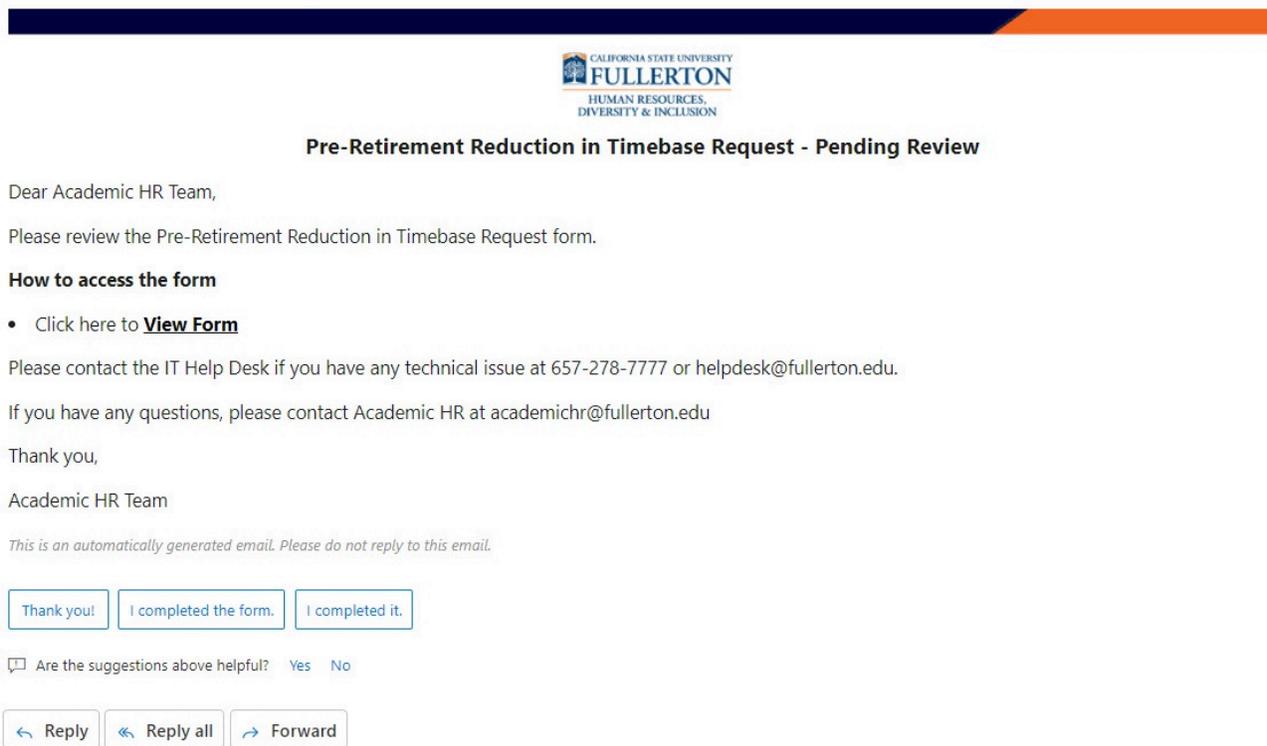
The form will then proceed to Chair and Dean

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

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

Step 10:

Click the **View Form** link OR



Go to CSUF Forms

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

CSUF Forms

HOME MY FORMS MY DRAFTS MY TASKS HELP REPORTS

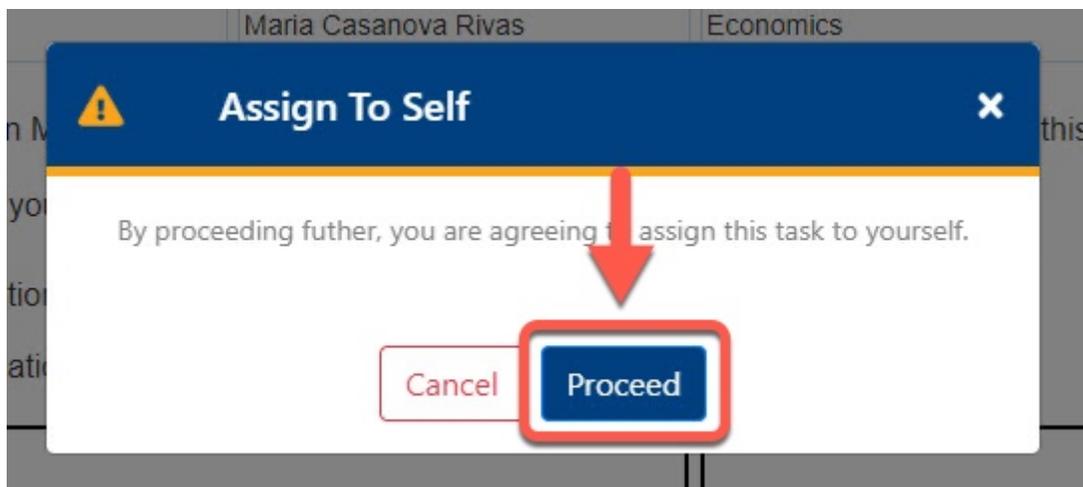
Type here to search

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

Submit Delegate X

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.

Dean or Designee Signature and Comments

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

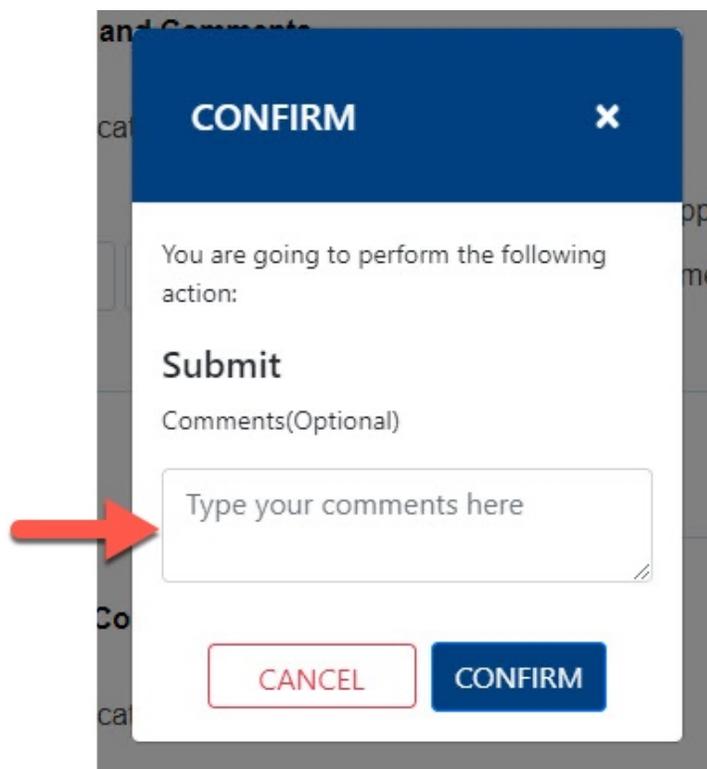
Comments (optional)

Dept. Chair's Signature and Comments

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

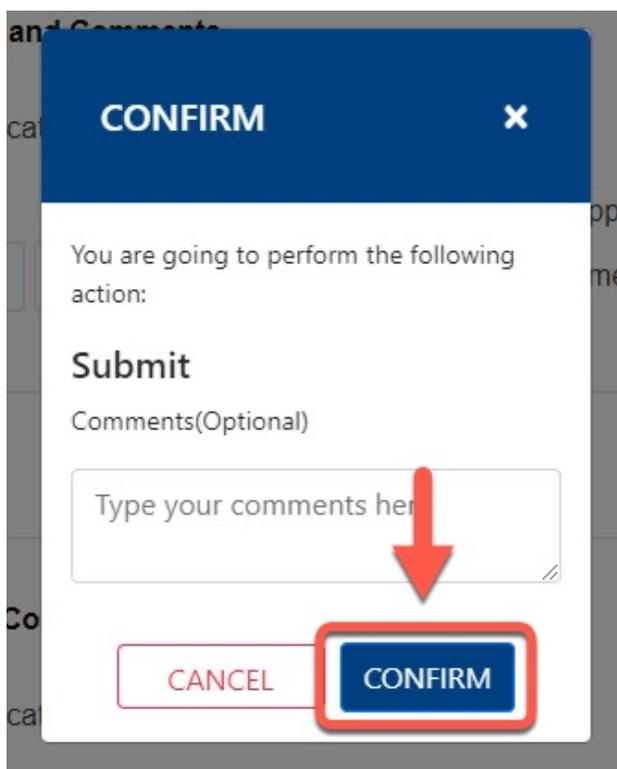
Step 14: (Optional)

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



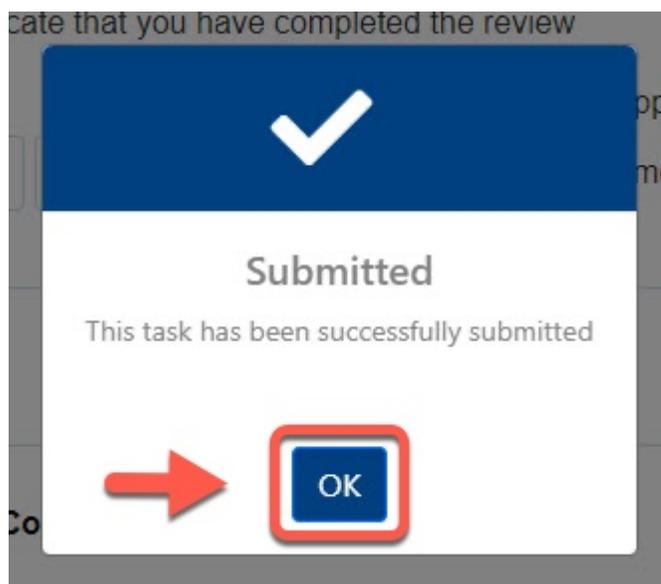
Step 15:

Click the **Confirm** button



Step 16:

Click the **OK** button



! The form will go to the VPAA / Provost

You will be notified when the form is ready for your review (continue with Step 17)

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

Step 17:

Click the **View Form** link OR



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.

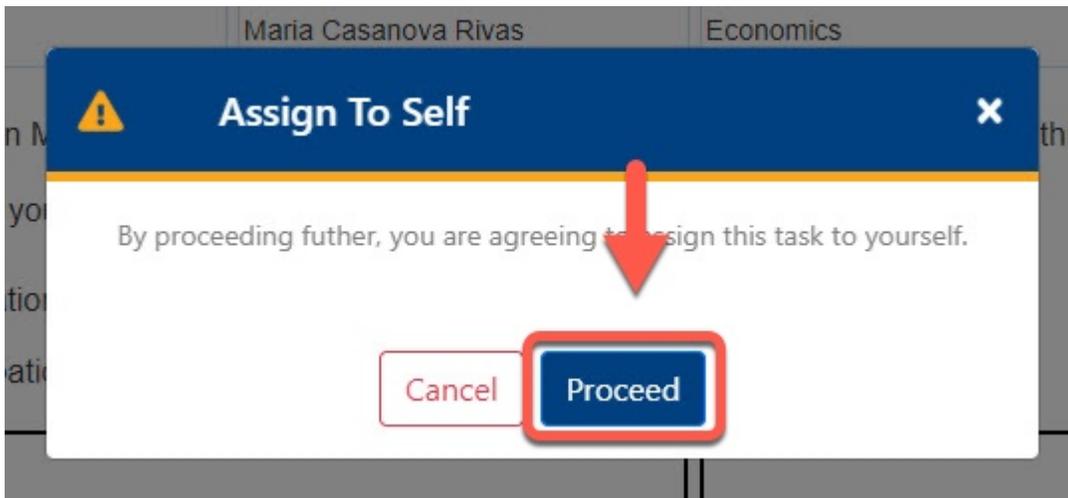
Are the suggestions above helpful? Yes No

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

The screenshot shows the 'CSUF Forms' interface with the 'MY TASKS' tab selected. A table lists various tasks with columns for Title, Priority, Description, Assignee, Workflow, Status, Start Date, and Due Date. The first row, 'Academic HR Review', is highlighted with a red box and a red arrow pointing to it. Other tasks include 'Faculty Early Retirement Program Request' and 'Pre-Retirement Reduction in Time Base Request'.

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
Academic HR Review	MEDIUM	Tony Stark	HR-Unit-Reviewers	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/27/2022 10:47:28 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/26/2022 12:14:59 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/26/2022 12:14:42 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Pre-Retirement Reduction in Time Base Request	ACTIVE	1/25/2022 5:18:50 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/25/2022 10:26:29 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/25/2022 9:31:40 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/18/2022 12:14:11 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	1/5/2022 3:20:06 PM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Faculty Early Retirement Program Request	ACTIVE	12/14/2021 2:45:07 AM	
[Redacted]	MEDIUM	[Redacted]	[Redacted]	Campus Solution Access Request	ACTIVE	12/9/2021 4:06:55 AM	

Step 18:
Click the **Proceed** button



Step 19:

Review the comments provided (if any)

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

[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

Submit
Delegate

Academic HR Review

Form
Workflow Details

Pre-Retirement Reduction in Time Base Request

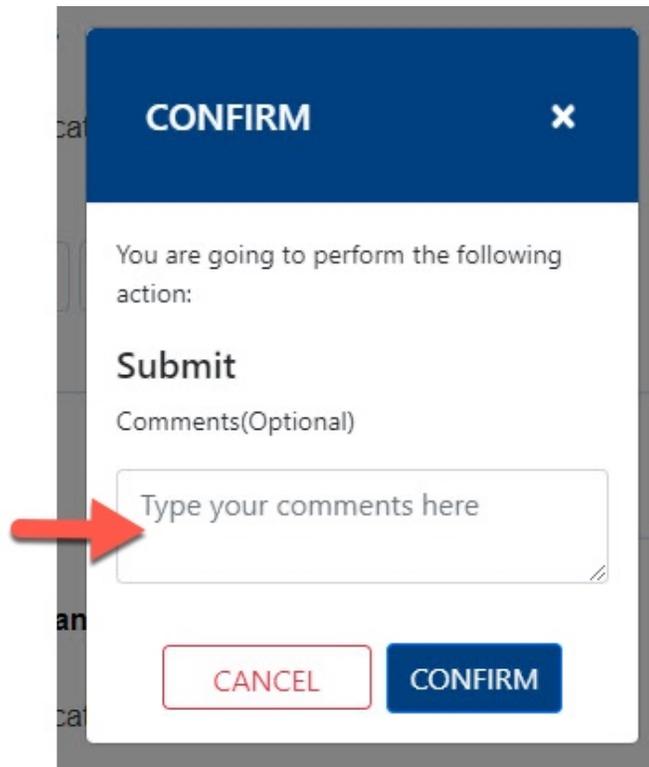


INSTRUCTIONS: This form is to be used by faculty to request participation in Pre-Retirement Reduction in Time Base (PRTB) or to request a change in PRTB status.

Employee Information	HR Signature and Comments <input checked="" type="checkbox"/> Please check the box to indicate that you have completed the review * Signature * Date <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; width: 200px;">[Signature]</div> <div style="border: 1px solid #ccc; padding: 2px 10px; width: 100px;">01 / 27 / 2022</div> </div> Comments (optional) <div style="border: 1px solid #ccc; height: 30px; width: 100%; margin-top: 5px;"></div>
Signature and Acknowledgement	

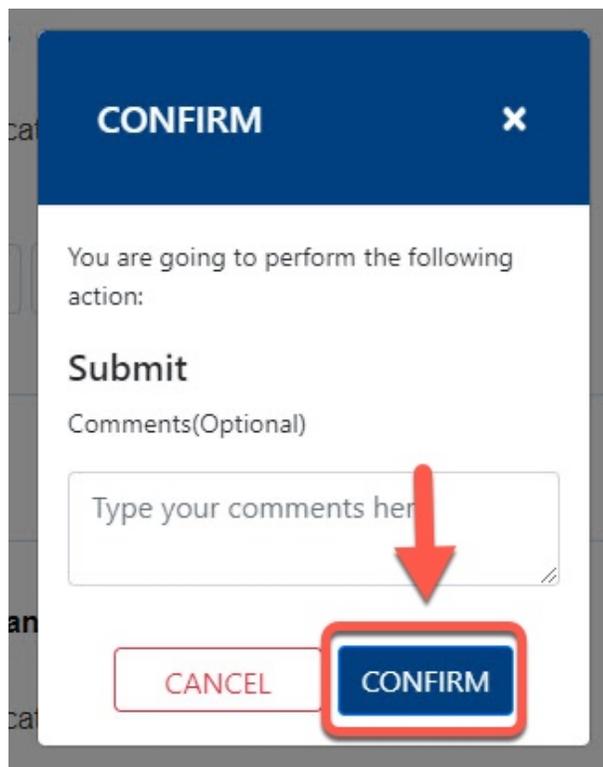
Step 23: (Optional)

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



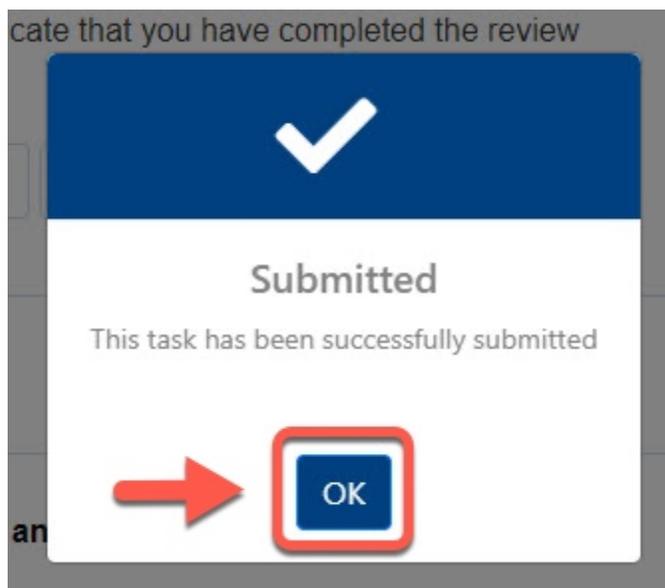
Step 24:

Click the **Confirm** button

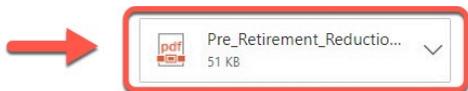


Step 25:

Click the **OK** button



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



Pre-Retirement Reduction in Timebase Request

Dear Tony Stark,

Your Pre-Retirement Reduction in Timebase Request form as been processed successfully.

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!](#) [What do I need to do?](#) [I completed the form.](#)

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

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

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.

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

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

The screenshot shows the 'CSUF Forms' interface with the 'MY TASKS' tab selected. A search bar is at the top. Below it is a table with the following columns: Title, Priority, Description, Assignee, Workflow, Status, Start Date, and Due Date. One entry is visible: 'Department Chair Review' with a priority of 'MEDIUM', description 'Tony Stark 800123456', workflow 'Pre-Retirement Reduction in Time Base Request', and status 'ACTIVE'. A red arrow points to the 'Department Chair Review' text in the table.

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	<p>Employee Information</p> <p>* CWID * Print Name * Department</p> <p>800123456 Tony Stark Economics</p>								
Signature and Acknowledgement	<p><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</p> <p>Select Participation</p> <p><input type="radio"/> Begin Participation <input checked="" type="radio"/> Change Participation <input type="radio"/> End Participation</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px;"> <p>BEGIN PARTICIPATION</p> <p>Effective Academic Year: <input type="text" value="2022-2023"/></p> <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="border: 1px solid black; padding: 5px;"> <p>CHANGE PARTICIPATION</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">FROM</td> <td style="width: 50%;">TO</td> </tr> <tr> <td><input type="radio"/> Two-Thirds (2/3) Timebase</td> <td><input type="radio"/> One-Half (1/2) Timebase</td> </tr> <tr> <td><input checked="" type="radio"/> One-Half (1/2) Timebase</td> <td><input checked="" type="radio"/> One-Third (1/3) Timebase</td> </tr> <tr> <td><input type="radio"/> One-Third (1/3) Timebase</td> <td><input type="radio"/> Timebase</td> </tr> </table> <p>Effective Academic Year: <input type="text" value="2022-2023"/></p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>END PARTICIPATION</p> <p><input type="checkbox"/> I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.</p> <p>Anticipated Retirement Date: <input type="text" value="mm/dd/yyyy"/></p> </div>	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	<input type="radio"/> Timebase
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	<input type="radio"/> Timebase								

[Generate PDF](#)

Step 3:

Click the **Signature and Acknowledgement** tab

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

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>Dept. Chair's Signature and Comments</p> <p><input type="checkbox"/> Please check the box to indicate that you have completed the review</p> <p>* Signature <input type="text"/> * Date <input type="text"/> Chair's Approval <input type="radio"/> Recommend <input type="radio"/> Do not recommend</p> <p>Comments (optional) <input style="width: 100%; height: 20px;" type="text"/></p>
Signature and Acknowledgement	<p>Faculty Member's Signature and Comments</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 <input type="text"/> * Date <input type="text"/></p> <p>Comments (optional) <input style="width: 100%; height: 20px;" type="text"/></p>
	<p>Signature and Comments</p> <p><input type="checkbox"/> Please check the box to sign the form</p> <p>* Signature <input type="text"/> * Date <input type="text"/></p> <p>Comments (optional) <input style="width: 100%; height: 20px;" type="text"/></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
 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
<input type="text" value="Phil Coulson"/>	<input type="text" value="01/27/2022"/>	<input type="radio"/> Recommend <input type="radio"/> 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
<input type="text" value="Phil Coulson"/>	<input type="text" value="01/27/2022"/>	<input type="radio"/> Recommend <input type="radio"/> 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	Dept. Chair's Signature and Comments		
Signature and Acknowledgement	<input checked="" type="checkbox"/> Please check the box to indicate that you have completed the review		
	* Signature	* Date	Chair's Approval
	<input type="text"/>	01/27/2022	<input checked="" type="radio"/> Recommend <input type="radio"/> Do not recommend
	Comments (optional)		
	<input type="text"/>		
	Faculty Member's Signature and Comments		

Step 8: (Optional)

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

CONFIRM

You are going to perform the following action:

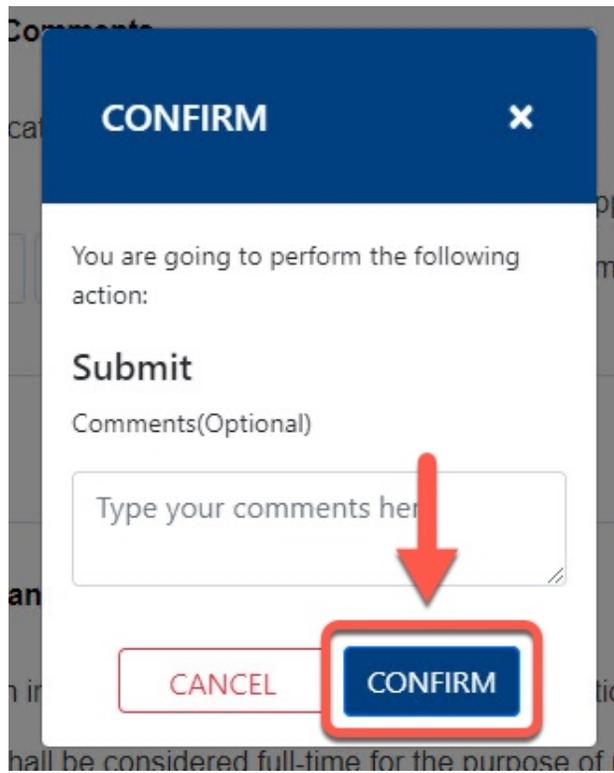
Submit
Comments(Optional)

Type your comments here

CANCEL CONFIRM

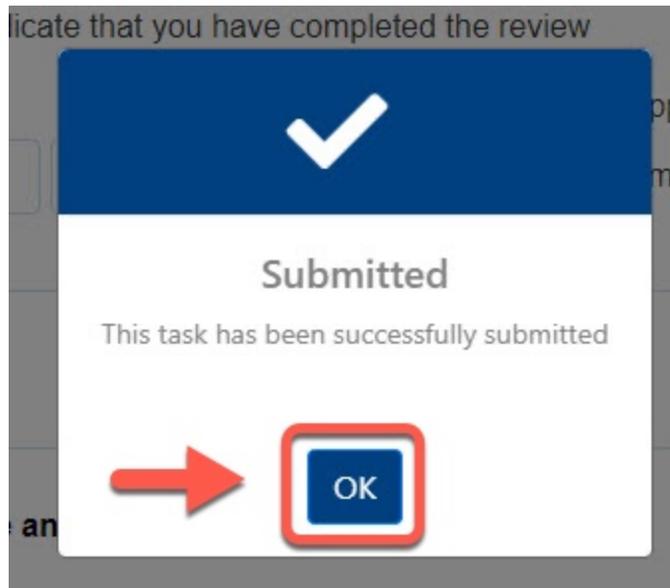
Step 9:

Click the **Confirm** button



Step 10:

Click the **OK** button

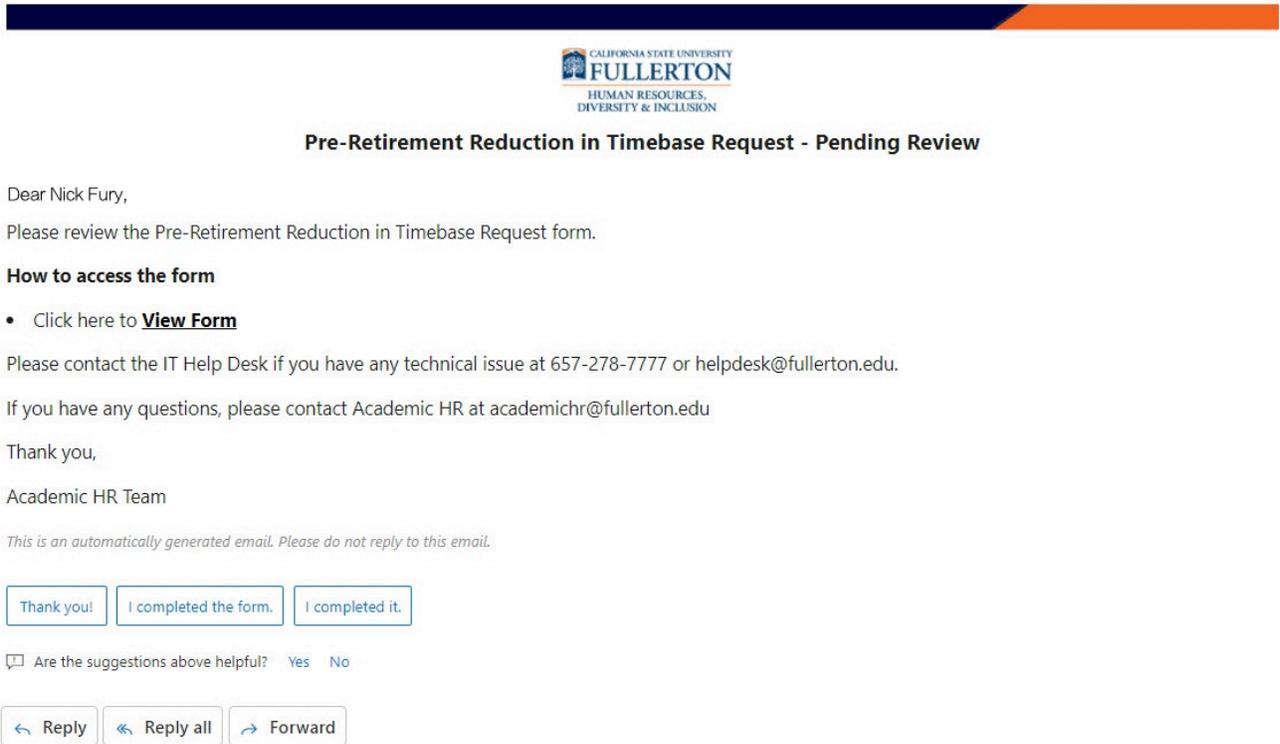


Dean

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

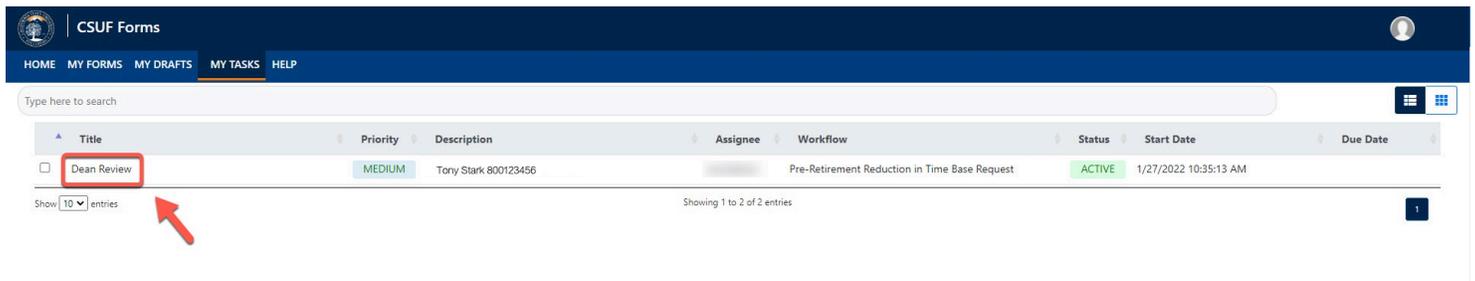
Step 1:

Click the **View Form** link OR



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	Employee Information										
Signature and Acknowledgement	* CWID 800123456	* Print Name Tony Stark	* Department Economics								
	<p><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</p> <p>Select Participation</p> <p><input type="radio"/> Begin Participation <input checked="" type="radio"/> Change Participation <input type="radio"/> End Participation</p>										
→	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>BEGIN PARTICIPATION</p> <p>Effective Academic Year: <input type="text" value="2022"/></p> <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: 50%;"> <p>CHANGE PARTICIPATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">FROM</th> <th style="width: 50%;">TO</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Two-Thirds (2/3) Timebase</td> <td><input type="radio"/> One-Half (1/2) Timebase</td> </tr> <tr> <td><input checked="" type="radio"/> One-Half (1/2) Timebase</td> <td><input checked="" type="radio"/> One-Third (1/3) Timebase</td> </tr> <tr> <td><input type="radio"/> One-Third (1/3) Timebase</td> <td><input type="radio"/> One-Third (1/3) Timebase</td> </tr> </tbody> </table> <p>Effective Academic Year: <input type="text" value="2022-2023"/></p> </div> </div> </div>			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	<input type="radio"/> One-Third (1/3) Timebase
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	<input type="radio"/> One-Third (1/3) Timebase										
	<p>END PARTICIPATION</p> <p><input type="checkbox"/> I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.</p> <p>Anticipated Retirement Date: <input type="text" value="mm/dd/yyyy"/></p>										

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) in PRTB status.

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

Step 4:

Review the comments (if any provided)

Employee Information	Dean or Designee Signature and Comments <input type="checkbox"/> Please check the box to indicate that you have completed the review * Signature _____ * Date _____ Dean's Approval mm/dd/yyyy <input type="checkbox"/> Recommend <input type="checkbox"/> Do not recommend Comments (optional) _____
Signature and Acknowledgment	Dept. Chair's Signature and Comments <input checked="" type="checkbox"/> Please check the box to indicate that you have completed the review * Signature _____ * Date _____ Chair's Approval 01/27/2022 <input type="checkbox"/> Recommend <input type="checkbox"/> Do not recommend Comments (optional) _____
	Faculty Member's Signature and Comments <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. * Signature _____ * Date _____ 01/27/2022 Comments (optional) _____
	Signature and Comments <input checked="" type="checkbox"/> Please check the box to sign the form * Signature _____ * Date _____ 01/27/2022 Comments (optional) _____

[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
<input type="text" value="Nick Fury"/>	<input type="text" value="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
<input type="text" value="Nick Fury"/>	<input type="text" value="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	* Date	Dean's Approval
<input type="text" value="Nick Fury"/>	<input type="text" value="01/27/2022"/>	<input type="radio"/> Recommend <input type="radio"/> Do not recommend

Comments (optional)



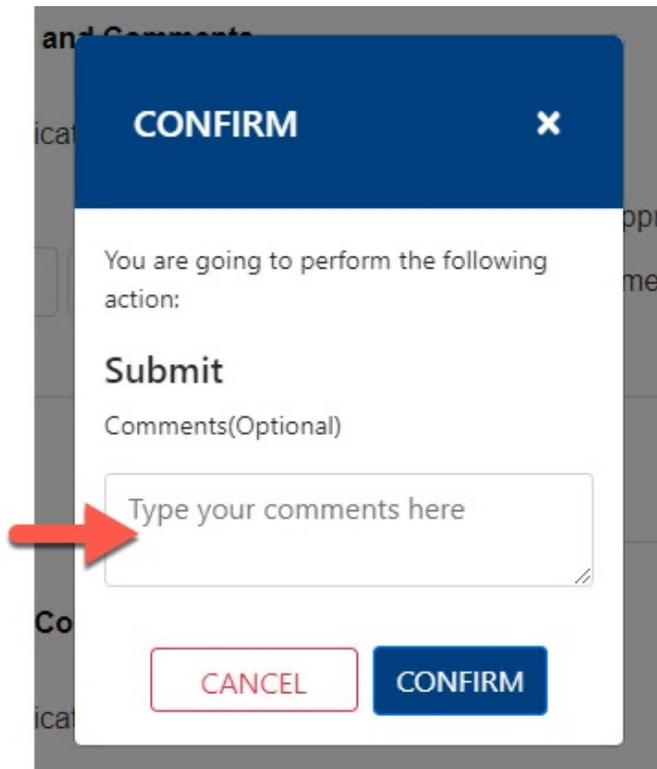
Step 9:

Click the **Submit** button

The screenshot shows the top navigation bar with buttons for 'Submit', 'Reject', and 'Delegate'. The 'Submit' button is highlighted with a red box and a red arrow points to it. Below the navigation bar, the form title 'Pre-Retirement Reduction in Time Base Request' is visible. The main content area shows the 'Dean or Designee Signature and Comments' section, which is identical to the one shown in the previous image.

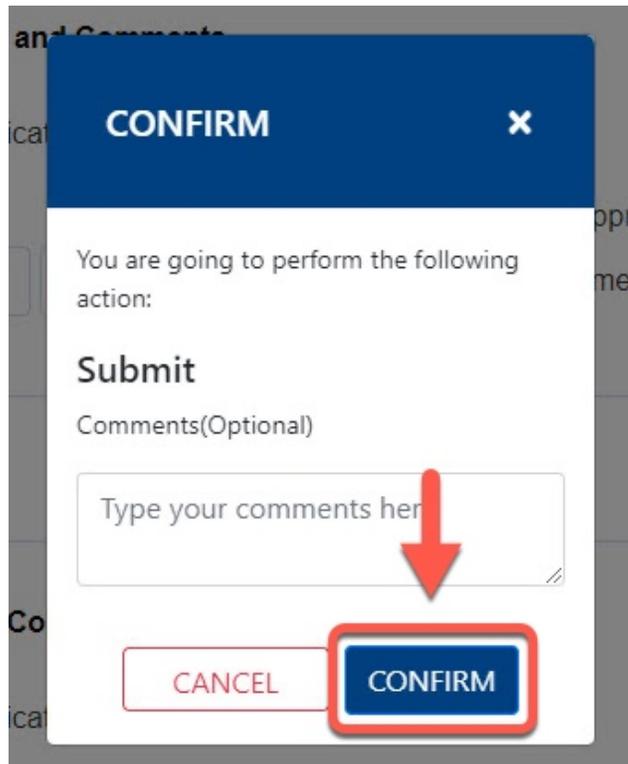
Step 10: (Optional)

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



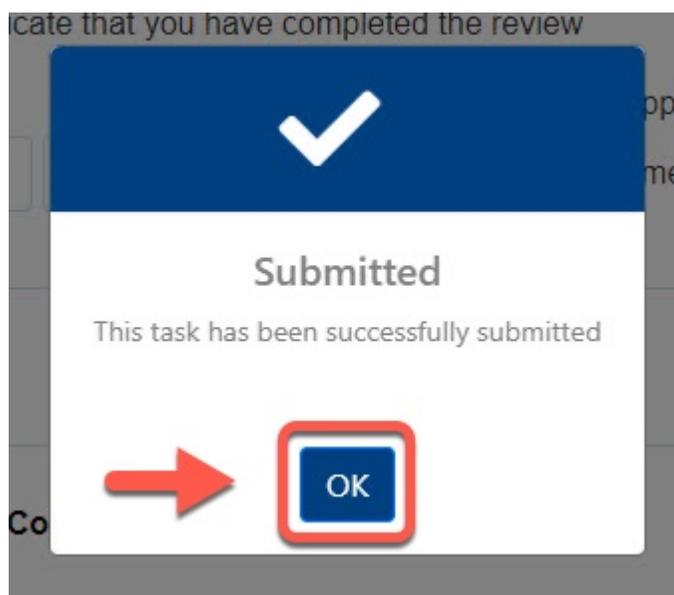
Step 11:

Click the **Confirm** button



Step 12:

Click the **OK** button



VPAA / Provost

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

Step 1:

Click the **View Form** link OR



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.

Are the suggestions above helpful?

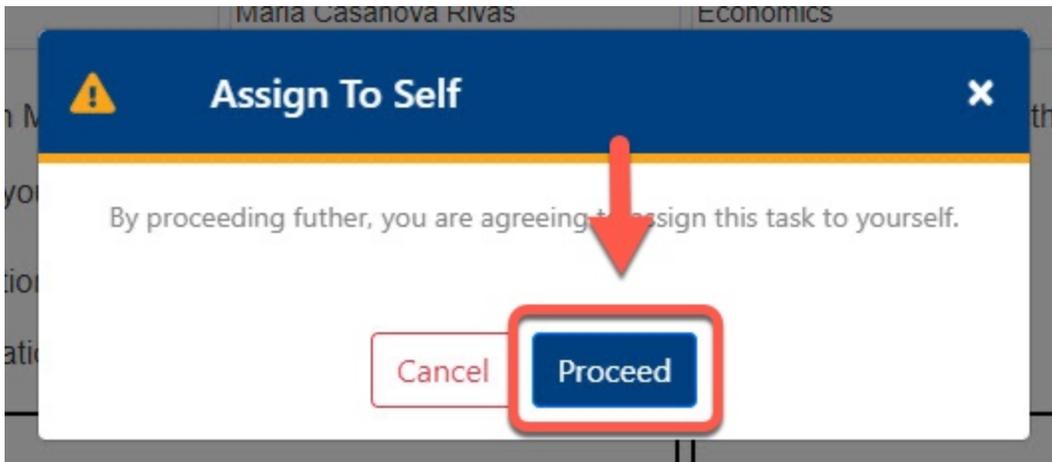
Go to CSUF Forms
 under **My Tasks**, click the appropriate form

The screenshot shows the 'CSUF Forms' interface with the 'MY TASKS' tab selected. A table lists several tasks. The first task, 'VP/Provost Review', is highlighted with a red box and a red arrow. The table columns are: Title, Priority, Description, Assignee, Workflow, Status, Start Date, and Due Date.

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	<p>Employee Information</p> <p>* CWID: 800123456 * Print Name: Tony Stark * Department: Economics</p>				
Signature and Acknowledgement	<p>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</p> <p>Select Participation</p> <p><input type="radio"/> Begin Participation <input checked="" type="radio"/> Change Participation <input type="radio"/> End Participation</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>BEGIN PARTICIPATION</p> <p>Effective: Academic Year: <input type="text" value="2022-2023"/></p> <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> </td> <td style="width: 50%; vertical-align: top;"> <p>CHANGE PARTICIPATION</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>FROM</p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input checked="" 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>TO</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input checked="" type="radio"/> One-Third (1/3) Timebase</p> </td> </tr> </table> <p>Effective: Academic Year: <input type="text" value="2022-2023"/></p> </td> </tr> </table> </div> <p>END PARTICIPATION</p> <p><input type="checkbox"/> I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA.</p> <p>Anticipated Retirement Date: <input type="text" value="mm/dd/yyyy"/></p>	<p>BEGIN PARTICIPATION</p> <p>Effective: Academic Year: <input type="text" value="2022-2023"/></p> <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>	<p>CHANGE PARTICIPATION</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>FROM</p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input checked="" 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>TO</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input checked="" type="radio"/> One-Third (1/3) Timebase</p> </td> </tr> </table> <p>Effective: Academic Year: <input type="text" value="2022-2023"/></p>	<p>FROM</p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input checked="" type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p>	<p>TO</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input checked="" type="radio"/> One-Third (1/3) Timebase</p>
<p>BEGIN PARTICIPATION</p> <p>Effective: Academic Year: <input type="text" value="2022-2023"/></p> <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>	<p>CHANGE PARTICIPATION</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>FROM</p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input checked="" 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>TO</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input checked="" type="radio"/> One-Third (1/3) Timebase</p> </td> </tr> </table> <p>Effective: Academic Year: <input type="text" value="2022-2023"/></p>	<p>FROM</p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input checked="" type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p>	<p>TO</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input checked="" type="radio"/> One-Third (1/3) Timebase</p>		
<p>FROM</p> <p><input type="radio"/> Two-Thirds (2/3) Timebase</p> <p><input checked="" type="radio"/> One-Half (1/2) Timebase</p> <p><input type="radio"/> One-Third (1/3) Timebase</p>	<p>TO</p> <p><input type="radio"/> One-Half (1/2) Timebase</p> <p><input checked="" type="radio"/> One-Third (1/3) Timebase</p>				

Generate PDF

Step 4:

Click on the **Signature and Acknowledgement** tab

Employee Information

Signature and Acknowledgement

Employee Information

* CWID	* Print Name	* Department
<input type="text" value="800123456"/>	<input type="text" value="Tony Stark"/>	<input type="text" value="Economics"/>

If you are in an MPP position and have retreat rights to a faculty position, please check this box at 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	<div style="background-color: #1a3d4d; color: white; padding: 5px; font-size: x-small; margin-bottom: 5px;">VPAA'S PROVOST'S Signature and Comments</div> <p style="font-size: x-small;">Please check the box to indicate that you have completed the review</p> <p style="font-size: x-small;">* Signature <input type="text"/> * Date <input type="text" value="06/07/2022"/></p> <p style="font-size: x-small;">* Vice President's/Provost's Approval</p> <p style="font-size: x-small;"><input type="radio"/> Recommendation <input type="radio"/> Do not recommend</p> <p style="font-size: x-small;">Comments (optional)</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Signature and Acknowledgement	<div style="background-color: #1a3d4d; color: white; padding: 5px; font-size: x-small; margin-bottom: 5px;">Dean or Designee Signature and Comments</div> <p style="font-size: x-small;">Please check the box to indicate that you have completed the review</p> <p style="font-size: x-small;">* Signature <input type="text"/> * Date <input type="text" value="06/17/2022"/> Dean's Approval</p> <p style="font-size: x-small;"><input type="radio"/> Recommendation <input type="radio"/> Do not recommend</p> <p style="font-size: x-small;">Comments (optional)</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
	<div style="background-color: #1a3d4d; color: white; padding: 5px; font-size: x-small; margin-bottom: 5px;">Dept. Chair's Signature and Comments</div> <p style="font-size: x-small;">Please check the box to indicate that you have completed the review</p> <p style="font-size: x-small;">* Signature <input type="text"/> * Date <input type="text" value="06/17/2022"/> Chair's Approval</p> <p style="font-size: x-small;"><input type="radio"/> Recommendation <input type="radio"/> Do not recommend</p> <p style="font-size: x-small;">Comments (optional)</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
	<div style="background-color: #1a3d4d; color: white; padding: 5px; font-size: x-small; margin-bottom: 5px;">Faculty Member's Signature and Comments</div> <p style="font-size: x-small;">I understand my participation in PRTB will make me ineligible for substantial leaves and leaves with pay in accordance with Article 35. I understand that I shall be considered full time for the purpose of restrictions on additional employment as provided in Article 30 and 35.</p> <p style="font-size: x-small;">* Signature <input type="text"/> * Date <input type="text" value="06/17/2022"/></p> <p style="font-size: x-small;">Comments (optional)</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
	<div style="background-color: #1a3d4d; color: white; padding: 5px; font-size: x-small; margin-bottom: 5px;">Signature and Comments</div> <p style="font-size: x-small;">Please check the box to sign the form</p> <p style="font-size: x-small;">* Signature <input type="text"/> * Date <input type="text" value="06/17/2022"/></p> <p style="font-size: x-small;">Comments (optional)</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

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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

Tony Stark

* Date

01/27/2022

* Vice President's/Provost's Approval

Recommend Do not recommend



Comments (optional)

Empty text area for comments.

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

Tony Stark

* Date

01/27/2022

* Vice President's/Provost's Approval

Recommend Do not recommend

Comments (optional)

Empty text area for comments, highlighted with a red border and a red arrow pointing to it.

Step 9:

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

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	VPAA'S /PROVOST'S Signature and Comments
Signature and Acknowledgement	<input checked="" type="checkbox"/> Please check the box to indicate that you have completed the review * Signature <input type="text"/> * Date <input type="text" value="01/27/2022"/> * Vice President's/Provost's Approval <input checked="" type="radio"/> Recommend <input type="radio"/> Do not recommend Comments (optional) <input type="text"/>

Step 10: (Optional)

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

CONFIRM [X]

You are going to perform the following action:

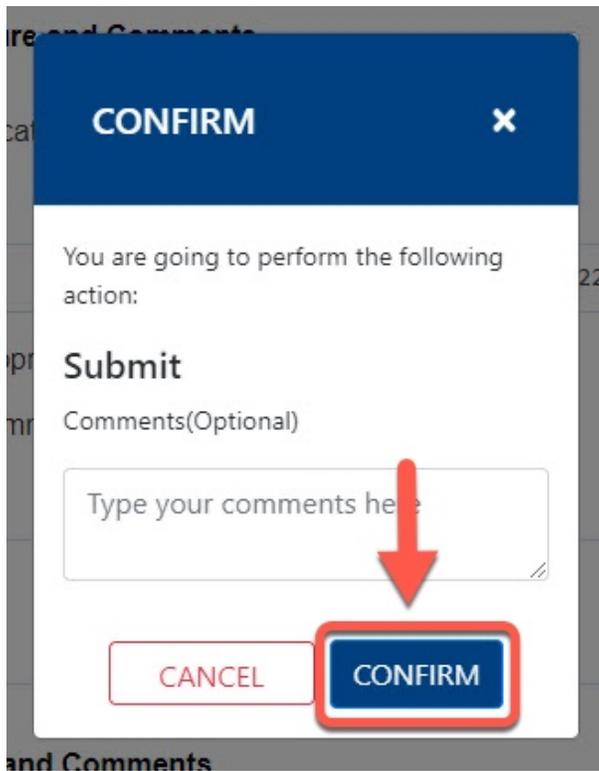
Submit
Comments(Optional)

Type your comments here

CANCEL CONFIRM

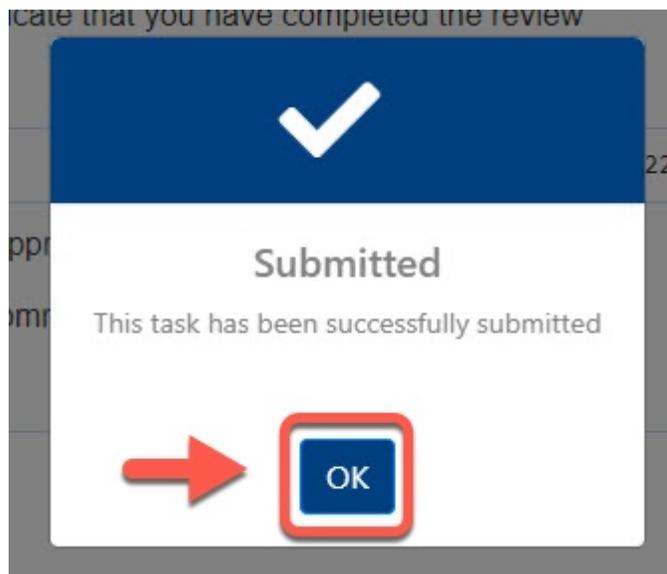
Step 11:

Click the **Confirm** button



Step 12:

Click the **OK** button



Need More Help?

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

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