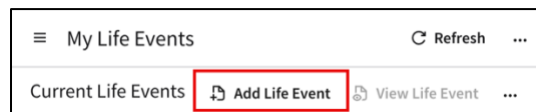## Voluntary Retirement Elections

Role: Employee

Reason: You need to view and enroll in Voluntary Retirement benefits based on eligibility.

1.   To begin, navigate to the *Infor Global HR* application.

2.   From the **Role Switcher** select **Employee**.

3.   Select **Benefits** to expand the side menu.

4.   Select **Life Events**.

5.   Click the **Add Life Event** button on the **My Life Events** page.
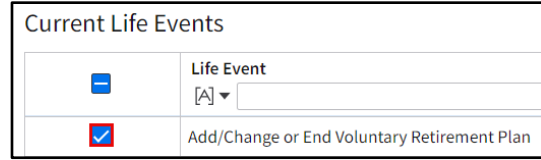

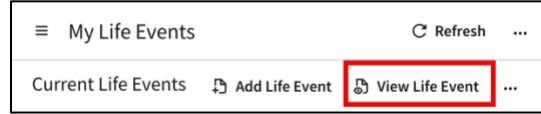6.   Complete the following fields on the **Add Life Event** form:

   - **Life Event** – VOLUNTARY RETIREMENT
   - **Event Date** – Enter current date
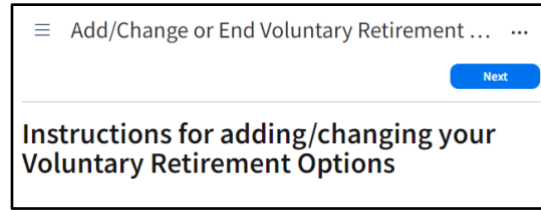

7.   Click the **Submit** button.

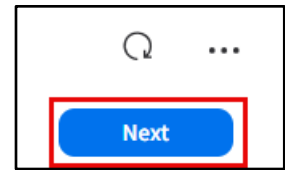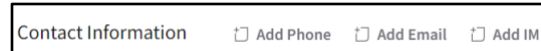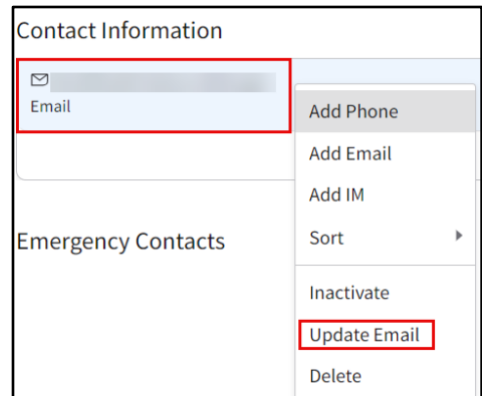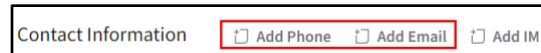| 8.	Select the checkbox for **Add/Change or End Voluntary Retirement Plan** on the **My Life Events** page.	
9.	Click the **View Life Event** button.	
10.	Review the **Instructions for adding/changing Voluntary Retirement Options** page.	
11.	Click the **Next** button in the upper right-hand corner of the page.	
12.	Review the **Contact Information** page.	
13.	*Optional* – Select the following icons if the following contact information needs to be added: • **Add Phone** • **Add Email** **Note**: Right-click current contact information that needs to be updated. Select *Update Email* or *Update Phone* from the drop-down menu.	
14.	Review the **Emergency Contacts** section.	
15.	*Optional* – Click the **Add Contact** icon in the **Emergency Contacts** section.	

16. Click the **Enroll** button in the upper right-hand corner of the page.
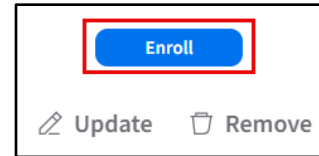
17. Review the **Voluntary Retirement** plans in the **Enrollment – Voluntary Retirement Plans** section.


18. Click the **Select** button on the Voluntary Retirement plan of your choosing.

Note: The selected plan will automatically move to the first position of the plans once you click the *Select* button.
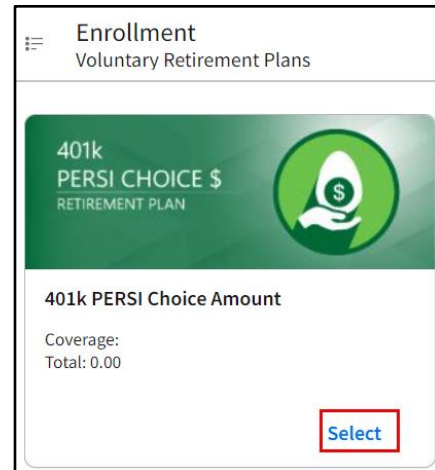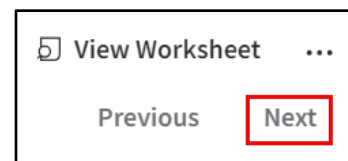
19. Complete the applicable fields on the **Enroll in Retirement Plan** pop-up window.

Note: Fields on the *Enroll in Retirement Plan* pop-up window will vary depending on the retirement plan you select.
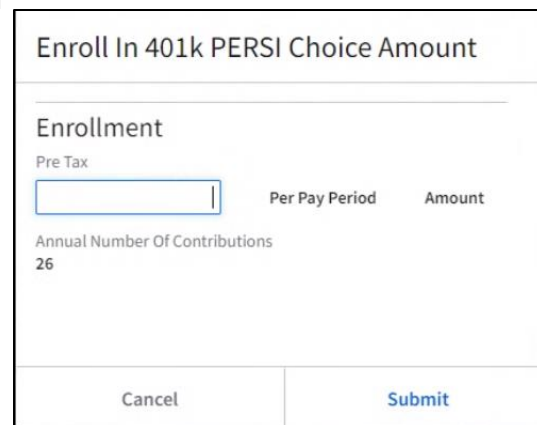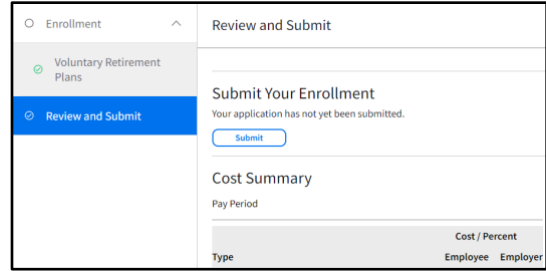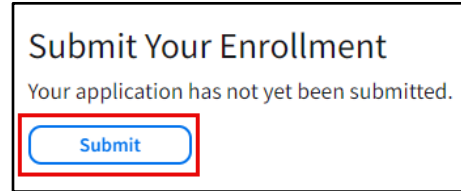

20. Click the **Submit** button.

21. Click the **Next** button in the upper right-hand corner of the page.

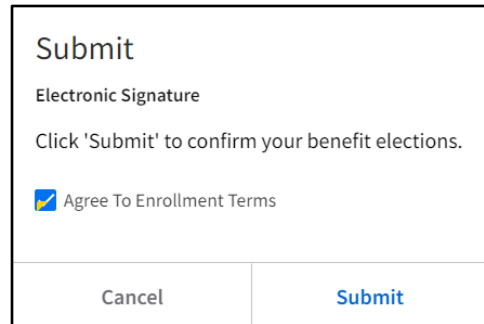22. Review the **Cost Summary** section of the **Review and Submit** page.

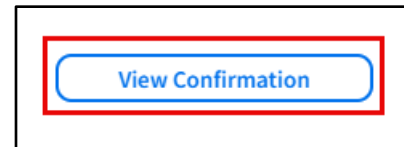23. Click the **Submit** button.

24. Select the **Agree To Enrollment Terms** checkbox on the **Submit** pop-up.

25. Click the **Submit** button

26. *Optional* – Click the **View Confirmation** button for a PDF Confirmation page.

    Note: This will prompt a new browser window to open.

Result

You have successfully viewed and enrolled in Voluntary Retirement benefits based on eligibility in Luma.

Images shown are for illustration purposes only and may not be an exact representation of the product due to the environment in which they were captured. In addition, interfaces (colors, message locations, etc.) may vary based on user preferences.

It is the user's responsibility to understand and follow all applicable statutes, rules, and policies.

Date 12/16/24
Version 3