This quick reference guide describes how to complete the DocuSign VPR Request Form.

Review Important Information

- **Retirement Transition Options (S-6) standard**
- **Phased Retirement Alternatives – VPR web page** Please consider reviewing:
  - VPR Example Forms
  - Frequently Asked Questions
  - VPR Terms and Definitions
- Review request and potential workload with Supervisor to gain support prior to request
- Review information with Business Office and confirm eligibility

Complete Form

1. Access [Online Request Form](#)
2. Complete Signature information (name and email)
   - a. You
   - b. Business office/payroll center
   - c. Department Head
   - d. Dean, if applicable

   Anything with a red * is required.

3. Complete required fields by following Golden Help tabs.
   - a. Select New
   - b. Complete Name, PERNR, Org Unit, Campus
   - c. Complete Position Type (Faculty or Executive/Management/Professional)
4. Complete Request Details
   a. Start and End dates
   b. VPR work time (%)
   c. Summarize work adjustments that will align with reduced schedule; attach additional documentation if needed

5. Click ‘Sign’ to sign form
6. Click Adopt and Sign to accept signature
7. Click Finish

8. Form Routes to:
   a. Department Head for Approval
   b. Dean (when applicable) for Approval
   c. Supervisor and Business Office receive a copy of form
   d. Employee receives approval/denial email
   e. Central Leaves receives form to process, if approved