



## 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.

My Life Events Refresh ...

Current Life Events Add Life Event View Life Event ...

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

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

**Add Life Event**

Life Event \*  
VOLUNTARY RETIREMENT

Add/ Change or End Voluntary Retirement Plan

Event Date \*  
[Calendar Icon]

Cancel Submit

7. Click the **Submit** button.

8. Select the checkbox for **Add/Change or End Voluntary Retirement Plan** on the **My Life Events** page.

Current Life Events	
<input type="checkbox"/>	Life Event
<input type="checkbox"/>	[A] ▼
<input checked="" type="checkbox"/>	Add/Change or End Voluntary Retirement Plan

9. Click the **View Life Event** button.

My Life Events		Refresh	...
Current Life Events	Add Life Event	<b>View Life Event</b>	...

10. Review the **Instructions for adding/changing Voluntary Retirement Options** page.

Add/Change or End Voluntary Retirement ...	Next
Instructions for adding/changing your Voluntary Retirement Options	

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

Next
Next

12. Review the **Contact Information** page.

Contact Information	Add Phone	Add Email	Add IM

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.

Contact Information	Add Phone	Add Email	Add IM
Contact Information			
Email	Add Phone	Add Email	Add IM
	Add Email		
	Add IM		
	Sort		
	Inactivate		
	<b>Update Email</b>		
	Delete		

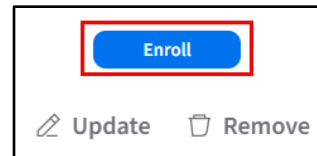
14. Review the **Emergency Contacts** section.

Emergency Contacts	Add Contact	Change Contact	Delete	...

15. *Optional* – Click the **Add Contact** icon in the **Emergency Contacts** section.

Emergency Contacts	Add Contact	Change Contact	Delete	...
	<b>Add Contact</b>			

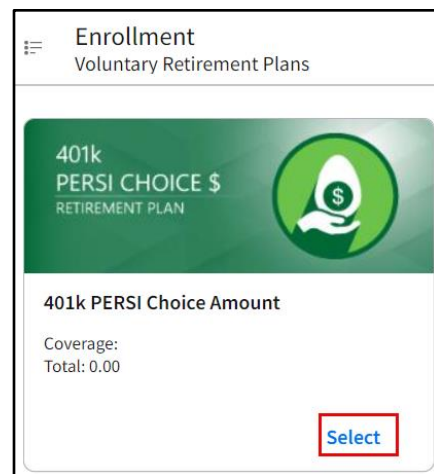
16. Click the **Enroll** button in the upper right-hand corner of the page.



17. Review the **Voluntary Retirement** plans in the **Enrollment – Voluntary Retirement Plans** section.

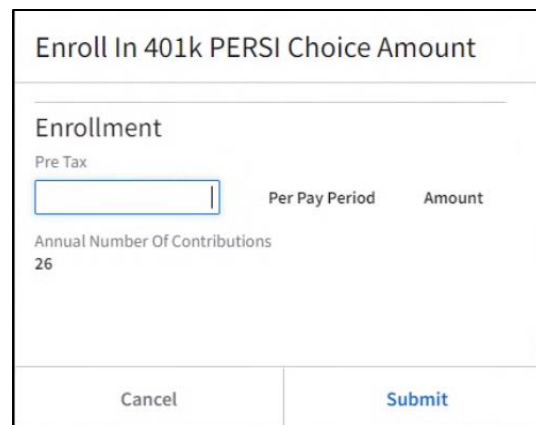
18. Click the **Select** button on the Voluntary Retirement plan of your choosing.

**Note:** The selected plan will automatically move to the first position of the plans once you click the *Select* button.



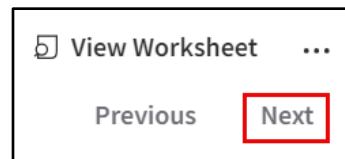
19. Complete the applicable fields on the **Enroll in Retirement Plan** pop-up window.

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

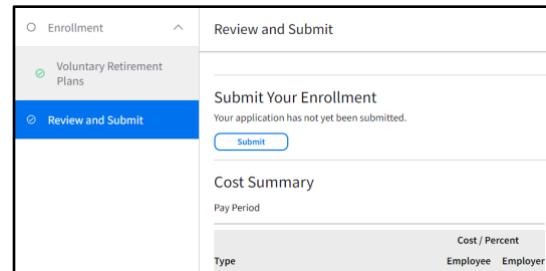


20. Click the **Submit** button.

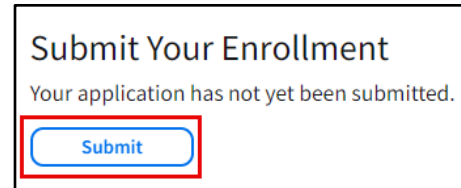
21. Click the **Next** button in the upper right-hand corner of the page.



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

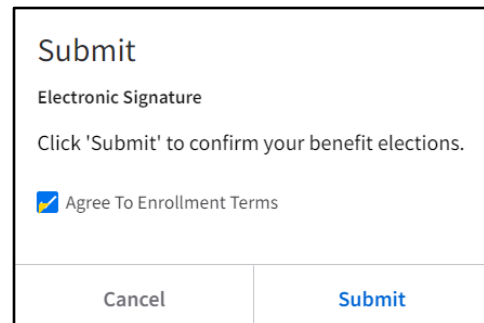


23. Click the **Submit** button.



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