

## Procedure for Emeriti Appointments

To ensure emeritus appointments *do not lose their access* to benefits and courtesies, the following procedure *must* be followed:

If the emeritus appointment has been granted prior to the retirement ePAF execution:

- Process a RETIREMENT / EMERITUS ePAF
- Attach a copy of the Emeritus President Letter

If retirement ePAF was submitted prior to emeritus appointment being granted (ie: RETIREMENT / RETIREMENT):

- Process a MR (manual request) to update the job data (Job Code: 9230 – Emeritus Faculty or 9257 – Emeritus Staff)
- Attach a copy of the Emeritus President Letter