

## **Retirement Procedures for Activated State Employees**

A Workday Organizational Assignments change will be required for employees on Uniformed Services Administrative Leave (difference-in-pay program) to discontinue the employee's retirement system contribution. Employees on activated uniformed services duty will not continue to make retirement contributions.

Please use the [SPS Change Organization Assignments](#) (for a position) Job Aid to discontinue the employee's retirement contribution.

In the Comments Section indicate Change Retirement System

NOTE: When the employee returns from active uniformed services duty, the agency will have to change the Retirement System code back to the appropriate system code using the same process. This transaction will start the employees' contributions once again.