

Change Retirement Plan

1. [Search for an Employee](#).
2. From the *Employee Appointment Menu* screen, select **Appointment Information**.
3. From the *Appointment Selection List* screen, select the appropriate **Internal ID**.
4. From the *Appointment Information* screen, modify **Retirement Plan**. Select **Update**.

Note: Changing the **Retirement Plan** on one appointment will, in effect, change the Retirement Plan selection on all retirement-eligible appointments held by the employee. In order to change Retirement Plan, paperwork must be filed with the Benefits Office.

Report: Use the **APPT Activity Suite** to see this data. Go to the [WOW Front Page](#) to use this report.