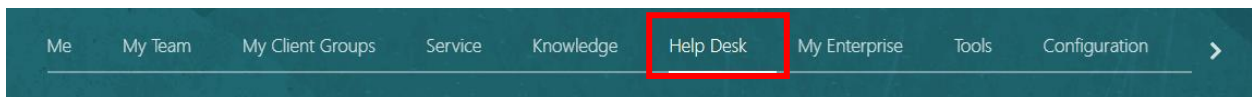




If you wish to apply for Flexible Retirement, you should log into your SPF Online account found at [Strathclyde Pension Fund](#) to view your projected pension figures, this can be done via the online calculators.



Once you have received your figure, you need to complete the Flexible Retirement Application Form (PER/FW/5/17); once completed and approved by your line manager, you must send it to Personnel via the HR Helpdesk.

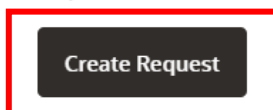


To raise your Service Request, you will need to log onto Oracle Fusion and select Help Desk.

### **View My Requests**

You don't have any requests right now.

Do you need to create a request?



When you open the Help Desk you will need to scroll down until you find the Create Request option, click on this.

When you open a new service request you must complete: -

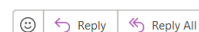
- the subject field e.g., Joe Bloggs – E1234567 – Flexible Retirement Application.
- The category will be LGE Retirements and Flexible Retirements.
- The Primary Point of Contact is always the employee who the request is for. If you send the form this field will automatically populate with your name.
- You must attach the approved application form in the attachments field.

Once you have completed all relevant fields click on Save.

Confirmation Email of New Service Request SR00009006 Created



no-reply@fusion.southlanarkshire.gov.uk  
To



[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

Thank you for contacting Personnel Services.

We aim to process your query as soon as possible and within 10 working days, however if your query is complex this may take longer. We will contact you if we need more information.

If you wish to contact Personnel Services regarding this matter please quote the **SR Reference SR00009006**.

You will receive an email advising you that a new service request (SR) has been created.

**Please note if Personnel require any further information, you will receive a message to the email address against your Oracle Fusion record. You can also view any updates to your SR by logging into Oracle Fusion and viewing your existing SR's.**

Once your request is approved, you will receive an email advising you that your SR has been resolved.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)