eForm Action Types

Termination

• Use to terminate one or multiple appointments

• Reasons
  • Voluntary
  • Involuntary
On the Initiate New eForm Request page, click on Termination from the dropdown box.
Use the Justification text box to explain or “justify” the reason for the new eForm action requested.
Enter the Last Date Worked. Note: The Last Date Worked should be the last day the employee actually worked or when time was entered for the employee.

The Job Data Eff Dt will update based on the last date worked.
Select the reason their employment is ending. Select **Action** and **Reason** from the drop down menus.
Involuntary

<table>
<thead>
<tr>
<th>Empl RCD</th>
<th>Job Indicator</th>
<th>Company</th>
<th>HR Status</th>
<th>Payroll Status</th>
<th>Eff Date</th>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>Primary</td>
<td>SAN</td>
<td>Active</td>
<td>Active</td>
<td>03/26/2018</td>
<td>Rehire</td>
</tr>
</tbody>
</table>

Termination Information

*Last Date Worked: 03/26/2018
*Job Data Eff Dt: 03/27/2018
*Action: Involuntary
*Reason options:
- Conduct
- Death
- End of Assignment
- Loss of Eligibility
- Performance
- Probationary Period
- Reduction in Force
- Term Elected Ben
- Violation of Rule or Law

Action: Involuntary will display these Reason options
Voluntary

Action: Voluntary will display these Reason options.
The W2 Forwarding Information section displays the employee’s current mailing address. Select Change Address checkbox if they have provided another mailing address to use.
Once all required fields are completed, click the Save button.
Expand the Attachments or Comments section to attach required documentation and include any special comments. After you’ve added attachments and comments, click the Submit button.
The eForm Status will show “Pending Approvals” and the current approval routing is displayed at the bottom of the page.
Term one position

Note: all Empl Records for the employee will display but you will only have the option to select records for the department(s) you have access to; this is dependent on your security access. Select the position that needs to be terminated.

<table>
<thead>
<tr>
<th>Select</th>
<th>Empl RCD</th>
<th>Job Indicator</th>
<th>Company</th>
<th>HR Status</th>
<th>Payroll Status</th>
<th>Eff Date</th>
<th>Action</th>
<th>Reason</th>
<th>Dept ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>Primary</td>
<td>SAN</td>
<td>Active</td>
<td>Active</td>
<td>03/01/2018</td>
<td>Rehire</td>
<td>Rehire - Same Institution</td>
<td>RES003</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>Primary</td>
<td>COB</td>
<td>Active</td>
<td>Active</td>
<td>02/01/2018</td>
<td>Add Person of Interest</td>
<td>COBRA Enrollee</td>
<td>OEBCOB</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Secondary</td>
<td>SAN</td>
<td>Active</td>
<td>Active</td>
<td>03/01/2018</td>
<td>Rehire</td>
<td>Rehire - Same Institution</td>
<td>ABS012</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>Secondary</td>
<td>SAN</td>
<td>Active</td>
<td>Active</td>
<td>03/01/2018</td>
<td>Position Change</td>
<td>New Position</td>
<td>AEN004</td>
</tr>
</tbody>
</table>
Scroll through the records to ensure that you have chose the correct position to terminate.
Questions?

Contact:
Human resources
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