



# eForm Action Types

## Termination

- Use to terminate one or multiple appointments
- Reasons
  - Voluntary
  - Involuntary



# Initiate New eForm Request

## Initiate New eForms Request

**Action**

Actions	Status	Request ID
<b>Justification</b>		Request Date
Appointment		<a href="#">Processing Messages</a>
Contract Additions and Changes		<a href="#">Request History</a>
<b>▼ Contact Info</b>		
Entered By		
Name		
Phone		
Email ID		
Dept ID		
Secondary Co		
Name		
Phone		
<b>Termination</b>		

On the **Initiate New eForm Request** page, click on **Termination** from the dropdown box

Notify Add



- Request ID
- Request Date
- [Processing Messages](#)
- [Request History](#)

Use the Justification text box to explain or “justify” the reason for the new eForm action requested

## Terminations

### Action

Actions  Status

\*Justification

### Employee Information

\*Empl ID   **Minner, Chris**

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1		0 Primary	SAN	Active	Active	03/26/2018	Rehire	Rehire - Same Institution	AEN004	COE MECI

### Termination Information

\*Last Date Worked

\*Job Data Eff Dt

\*Action

\*Reason

## Terminations

### Action

Actions  Status

\*Justification

Request ID  
Request Date  
[Processing Messages](#)

### Employee Information

\*Empl ID   **Minner, Chris**

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Dept Name
1		0 Primary	SAN	Active	Active	03/26/2018	COE MECI

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.

### Termination Information

\*Last Date Worked

\*Job Data Eff Dt

\*Action

\*Reason

The Job Data Eff Dt will update based on the last date worked.

## Employee Information

\*Empl ID  **Minner, Chris**

Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0 Primary	SAN	Active	Active	03/26/2018	Rehire			

## Termination Information

\*Last Date Worked

\*Job Data Eff Dt

\*Action

\*Reason

Select the reason their employment is ending. Select **Action** and **Reason** from the drop down menus

## W2 Forwarding Information

Change Address

Address 1  [Clean Address](#)

Address 2

City

State

Zip

County

Country

Phone

Email ID

# Involuntary

Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1	0 Primary	SAN	Active	Active	03/26/2018	Rehire	Rehire - Same Institution

**Termination Information**

\*Last Date Worked: 03/26/2018

\*Job Data Eff Dt: 03/27/2018

\*Action: Involuntary

\*Reason: ▼

**W2 Forwarding Informat**

Address 1

Address 2

City

State

Zip: 78250-3187

- 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

## Termination Information

\*Last Date Worked 03/26/2018

\*Job Data Eff Dt 03/27/2018

\*Action Voluntary

\*Reason

## W2 Forwarding Information

Address 1

Address 2

City

State

Zip

County

Country USA

Phone 210/702-9956

Email ID EMMANUELCOLLEGE21@GMAIL.COM

- Dissatisfied w/Type of Work
- Failure to Return from Leave
- Job Abandonment
- Job Dissatisfaction
- Resign Better Opportunity
- Resign Better Pay/Benefits
- Resign Personal Reasons/Other
- Resign Relocation
- Resign in Lieu of Termination
- Separation Incentive Program
- Transfer to Another State Agency

Action: Voluntary will display these Reason options

**Termination Information**

\*Last Date Worked 03/26/2018

\*Job Data Eff Dt 03/27/2018

\*Action Voluntary

\*Reason Resign Better Pay/Benefits

**W2 Forwarding Information**

Change Address

Address 1 9930 Trendwood

Address 2

City San Antonio

State TX

Zip 78250-3187

County Bexar

Country USA

Phone 210/725-5807

Email ID FLORES9930@HOTMAIL.COM

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.



### W2 Forwarding Information

Change Address

Address 1  [Clean Address](#)

Address 2

City

State

Zip

County

Country

Phone

Email ID

Once all required fields are completed, click the Save button

▶ Attachments

▶ Comments

▶ Contact Information

Save

Submit

Approve

Deny

CallBack

Sendback

Cancel

Copy...

## W2 Forwarding Information

Change Address

Address 1 1230 Temple Square

Address 2

City San Antonio

State TX

Zip 78245-1432

County Bexar

Country US

Phone 210/702-9956

Email ID IMMANUELCOLLEGE21@GMAIL.COM

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

## Attachments

Type	Note	Attached File	Attach Date/Time	By	View
1 Letter of Resignation	Letter	Resignation_letter.pdf	03/28/18 6:18PM	Mercedes Garcia-eF-Req	

Add/Delete

## Comments

## Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy...

The eForm Status will show "Pending Approvals" and the current approval routing is displayed at the bottom of the page.

Attachments

Type	Note	Attached	View
1 Letter of Resignation	Letter	Resignat	s Garcia-eF-

Comments

Contact Information

### Department Approvals

REQUEST\_ID=00001208:Pending

All Forms except POI & APT

**Pending**

[Multiple Approvers](#)  
Department Head/Manager

### Business Office Approvals

REQUEST\_ID=00001208:Awaiting Further Approvals

Terminations & End Assignment

**Not Routed**

[Multiple Approvers](#)  
HR Day One

- Save
- Submit
- Approve
- Deny
- CallBack
- Sendback
- Cancel
- Copy...

# 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.

## Terminations

Action

Actions Terminations Status

\*Justification


## Employee Information

\*Empl ID

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	<input type="checkbox"/>	0	Primary	SAN	Active	Active	03/01/2018	Rehire	Rehire - Same Institution	RES003
2	<input type="checkbox"/>	5	Primary	COB	Active	Active	02/01/2018	Add Person of Interest	COBRA Enrollee	OEBCOB
3	<input type="checkbox"/>	2	Secondary	SAN	Active	Active	03/01/2018	Rehire	Rehire - Same Institution	ABS012
4	<input type="checkbox"/>	3	Secondary	SAN	Active	Active	03/01/2018	Position Change	New Position	AEN004

Scroll through the records to ensure that you have chose the correct position to terminate

Employee Information

\*Empl ID   Hernandez, Sam

	Dept ID	Dept Name	Position	Position Title	Job Code	Job Title	FTE
1	RES003	RESEARCH FINANCE AND OPS OFC	10027086	DIR, GRANTS & CONTRACT FINANC	10551	Dir, Grants & Contract Financ	1.0000
2	OEBCOB	COBRA	10087896	COBRA Enrollee Regular	CBRREG	Cobra Enrollee Regular	0.0003
3	ABS012	COB INFORMATION SYSTEMS	10035594	ENDOWED PROFESSORSHIP	10009	Endowed Professorship	
4	AEN004	COE MECHANICAL ENGINEERING	10092985	DIRECTOR	10412	Director	



# Questions?

Contact:  
Human resources  
(210) 458-4648

[dayone@utsa.edu](mailto:dayone@utsa.edu)