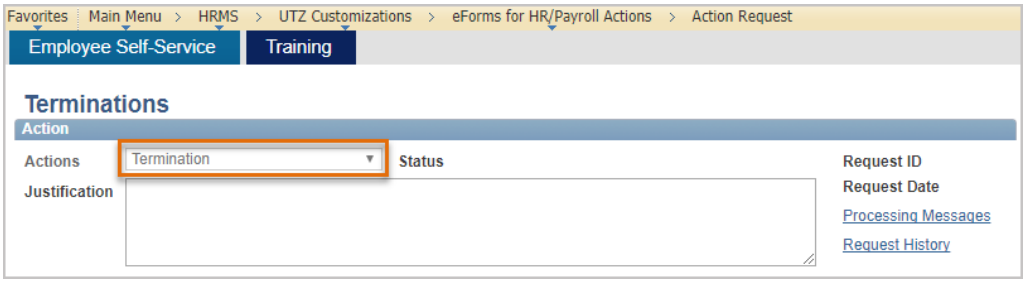
Termination(s) Job Aid

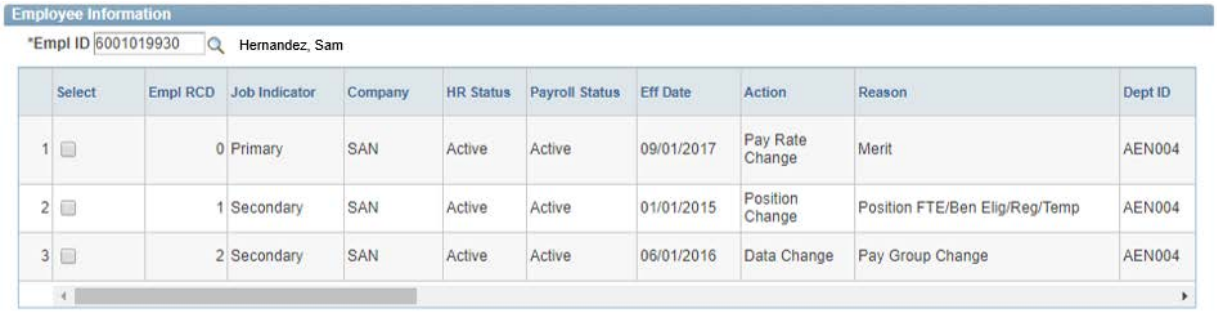
This **Termination** eForm is used to terminate single or multiple employment records for an employee.

Navigation: *Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request*

1. Navigate to the **eForms Action Request** page and click on the **Add a New Value** tab.
2. The **Initiate New eForms Request** page is displayed. Select the **Termination** option from the "Action" drop down menu.

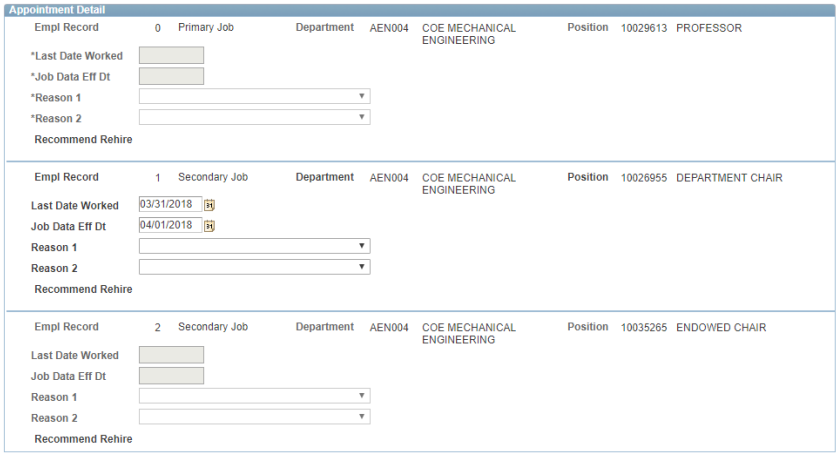


3. The **Termination** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the new eForm action requested.
4. From the **Employee Information** section, enter or look up the employee's ID in the **Empl ID** field.
5. The employee's employment records will display. Check the box of the appropriate Empl Record that needs to be terminated. You can select one or all of them, if necessary.
   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	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☐	0	Primary	SAN	Active	Active	09/01/2017	Pay Rate Change	Merit	AEN004
2	☐	1	Secondary	SAN	Active	Active	01/01/2015	Position Change	Position FTE/Ben Elig/Reg/Temp	AEN004
3	☐	2	Secondary	SAN	Active	Active	06/01/2016	Data Change	Pay Group Change	AEN004

6. The **Appointment Detail** section is used to capture details for the end of appointment:
   a) Enter the **Last Date Worked** and the **Job Data Eff Dt** will update based on the date entered (this is the effective date that will update the employee's Empl Record).
   Note: The **Last Date Worked** should be the last day the employee actually worked or time was entered for the employee.



b) Select the reason employment is ending by using the **Reason 1** and **Reason 2** drop down menus; the reason you select for "Reason 1" will determine which "Reason 2" options are available.

Reason 1 Options:

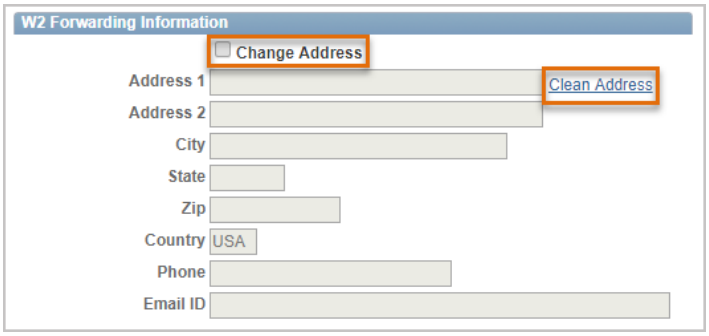
- **Involuntary** – used if the employee did not voluntarily end employment

Reason 2 Options
Conduct
Death
End of Assignment
Loss of Eligibility
Performance
Probationary Period
Reduction in Force
Violation of Rule or Law

- **Voluntary** – used if the employee voluntarily decided to end employment

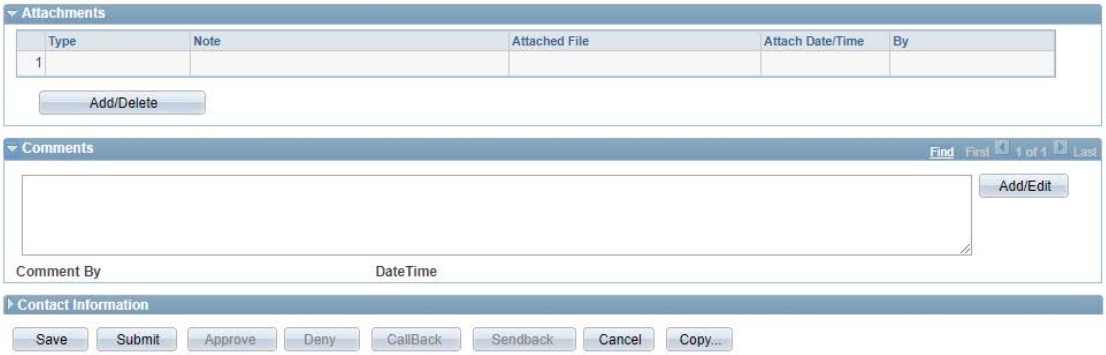
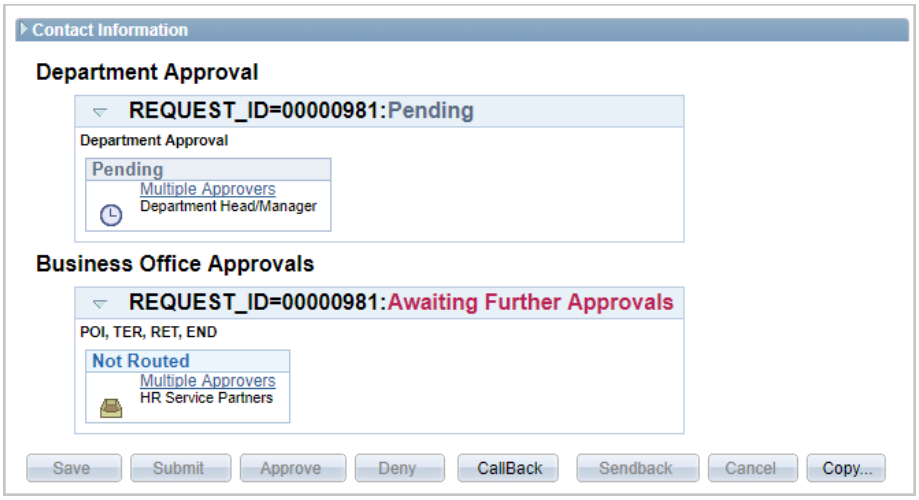
Reason 2 Options
Failure to Return from Leave
Job Abandonment
Job Dissatisfaction
Resign Better Opportunity
Resign Better Pay/Benefits
Resign Performance
Resign Personal Reasons
Resign Relocation
Transfer other UT/State Agency

7. The **W2 Forwarding Information** section displays the employee's current mailing address. Select the **Change Address** checkbox if the employee has provided another mailing address to use for their W2. ***Note:*** Use the **Clean Address** link if updating the address, to ensure a valid postal address is entered.



8. Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."

9. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.
10. After you've added attachments and comments, click the **Submit** button.



11. The eForm **Status** shows "Pending Approvals" and the current approval routing is displayed at the bottom of the page.