

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.

Employee Information										
*Empl ID 6001019930 Hernandez, Sam										
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	09/01/2017	Pay Rate Change	Merit	AEN004	
2 <input type="checkbox"/>	1	Secondary	SAN	Active	Active	01/01/2015	Position Change	Position FTE/Ben Elig/Reg/Temp	AEN004	
3 <input type="checkbox"/>	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.

Appointment Detail						
Empl Record	0	Primary Job	Department	AEN004	COE MECHANICAL ENGINEERING	Position 10029613 PROFESSOR
*Last Date Worked	<input type="text"/>					
*Job Data Eff Dt	<input type="text"/>					
*Reason 1	<input type="text"/>					
*Reason 2	<input type="text"/>					
Recommend Rehire	<input type="text"/>					
Empl Record	1	Secondary Job	Department	AEN004	COE MECHANICAL ENGINEERING	Position 10026955 DEPARTMENT CHAIR
Last Date Worked	<input type="text" value="03/31/2018"/>					
Job Data Eff Dt	<input type="text" value="04/01/2018"/>					
Reason 1	<input type="text"/>					
Reason 2	<input type="text"/>					
Recommend Rehire	<input type="text"/>					
Empl Record	2	Secondary Job	Department	AEN004	COE MECHANICAL ENGINEERING	Position 10035265 ENDOWED CHAIR
Last Date Worked	<input type="text"/>					
Job Data Eff Dt	<input type="text"/>					
Reason 1	<input type="text"/>					
Reason 2	<input type="text"/>					
Recommend Rehire	<input type="text"/>					

- 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.

W2 Forwarding Information

Change Address

Address 1 **Clean Address**

Address 2

City

State

Zip

Country

Phone

Email ID

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.

Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

Comments Find First 1 of 1 Last

Comment By DateTime

Contact Information

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

Contact Information

Department Approval

REQUEST_ID=00000981:Pending

Department Approval

Pending

Multiple Approvers

Department Head/Manager

Business Office Approvals

REQUEST_ID=00000981:Awaiting Further Approvals

POI, TER, RET, END

Not Routed

Multiple Approvers

HR Service Partners