

ROLES & RESPONSIBILITIES

for Termination and End of Assignment eForms

1. Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

CRITICAL FIELDS:

Action, Job Data Effective Date,
Last Day Worked, Letter of
Resignation, Reason

2. Department Manager

Validate and approve all eForm content.

CRITICAL FIELDS:

Action, Job Data Effective Date,
Last Day Worked, Letter of
Resignation, Reason

3. Employee Services

Validate and approve all eForm content.

CRITICAL FIELDS:

Action, Job Data Effective Date,
Last Day Worked, Letter of
Resignation, Reason