

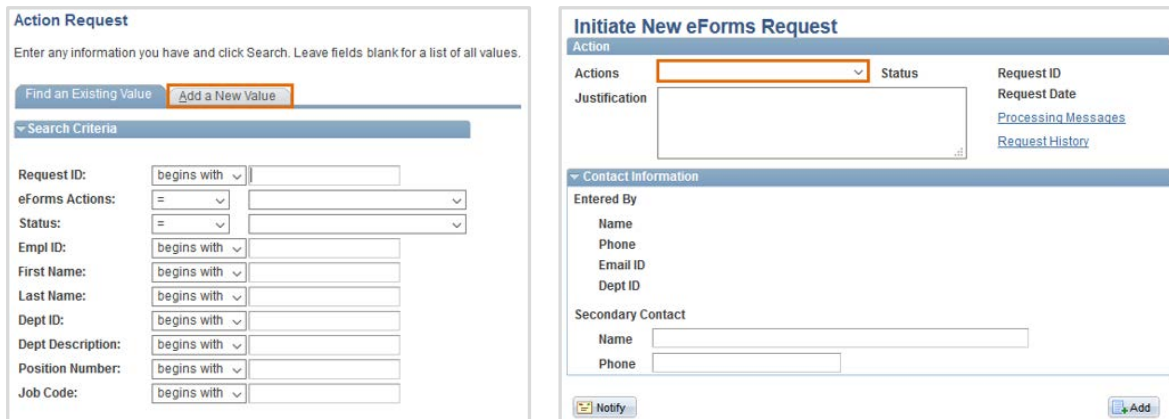
Employee Termination

The Employee Termination form is used to end an employee’s employment with the University. This form will terminate all existing job records for the employee. To process an employee termination, complete the following steps:

- 1) Begin by navigating to the Navigator > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

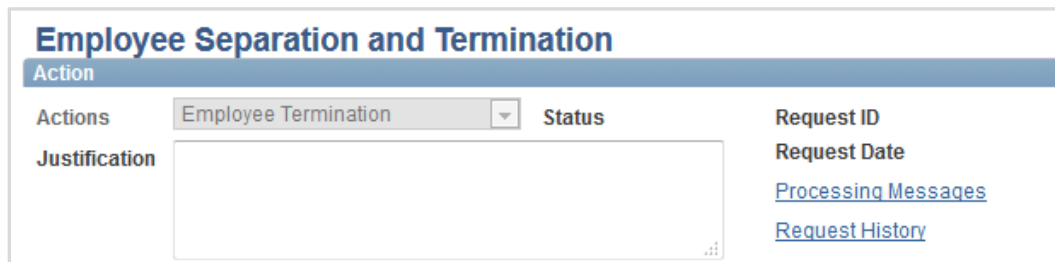
Alternate Navigation: Navigate to the Workforce Administrator homepage , click the eForms Tile; then click “Create New Request”. Proceed to step three.

- 2) Click the **Add New Value** tab.
- 3) The **Initiate New eForms Request** page is displayed. Select **Employee Termination** from the **Actions** drop-down menu.




The image contains two screenshots of the HRMS interface. The left screenshot is titled "Action Request" and shows a search criteria page with various filters like Request ID, eForms Actions, Status, Empl ID, First Name, Last Name, Dept ID, Dept Description, Position Number, and Job Code. The right screenshot is titled "Initiate New eForms Request" and shows a form with fields for Action, Status, Justification, and Contact Information (Entered By, Name, Phone, Email ID, Dept ID, Secondary Contact Name, Phone). There are also links for Processing Messages and Request History.

- The **Status** displays the current status of the eForm once saved and/or submitted.
 - The **Request ID** number and **Request Date** are assigned once saved and/or submitted. This number may be used to identify and track the request.
 - The **Processing Messages** link displays messages (i.e. warnings) received after the form has been fully processed.
 - The **Request History** link provides workflow history; which includes names, dates, times and actions taken.
- 4) Use the **Justification** text box to explain or justify the reason for the request. (Optional)



The image shows a screenshot of the "Employee Separation and Termination" form. The "Action" dropdown is set to "Employee Termination". The "Justification" text box is empty. The "Status" field is empty. There are also links for "Request ID", "Request Date", "Processing Messages", and "Request History".


- 5) The **Employee Information** section is used to identify the employee leaving the University.


Enter or lookup  the employees **Empl ID**. The table below displays all the existing assignments for the employee.

| Employee Information | | | | | | | | | | |
|---|---------------|---------|-----------|----------------|------------|-----------------|----------------------------|---------|-----------------|--|
| *Empl ID 1000012345  Maverick, Sam | | | | | | | | | | |
| Empl RCD | Job Indicator | Company | HR Status | Payroll Status | Eff Date | Action | Reason | Dept ID | Dept Name | |
| 1 | 0 Primary | ARL | Active | Active | 02/01/2017 | Position Change | Position Reports To Change | 320403 | Student Account | |

6) The **Termination Information** section is used to enter separation details:

Termination Information

*Last Date Worked 

Job Data Eff Dt 

*Termination Type

*Termination Reason

W2 Forwarding Information

Change Address

Address 1 [Clean Address](#)

Address 2

City

State

Zip

County

Country

Phone

Email ID

- a. Enter the **Last Date Worked**. The **Job Data Eff Dt** will update based on the date entered in Last Date Worked field.
- b. Select the **Termination Type** and **Termination Reason**. The Termination Type will determine the Termination Reasons.

| Termination Type | Termination Reason |
|--------------------|---|
| Voluntary | <ul style="list-style-type: none"> • Dissatisfied w/Type of Work • Failure to Return from Leave • Job Abandonment • Job Dissatisfaction • Non UT Retirement • Resign Better Opportunity • Resign Better Pay/Benefits • Resign Personal Reasons/Other • Resign Relocation • Resign Lieu of Termination • Transfer Another State Agency |
| Involuntary | <ul style="list-style-type: none"> • Conduct • Death • End of Assignment • Loss of Eligibility • Performance |

- Probationary Period
- Reduction in Force
- Violation of Rule or Law

c. The **W2 Forwarding Information** section displays the employee’s current mailing address. If the employee has provided a different mailing address, select the **Change Address** checkbox and make the necessary changes.

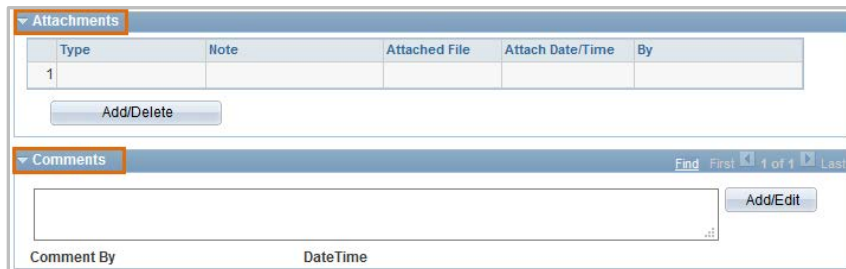
Note: If updating the address, use the **Clean Address** link to validate the postal address.

7) Once the required fields (indicated with an *asterisk) are completed, click **Save**. Notice, a **Request ID** number (e.g. 00002498) is assigned and the form status is displaying “Saved”.

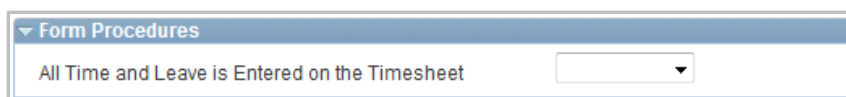


8) Expand the **Attachments** section and click the **Add/Delete** button to upload relevant support documentation. (Optional)

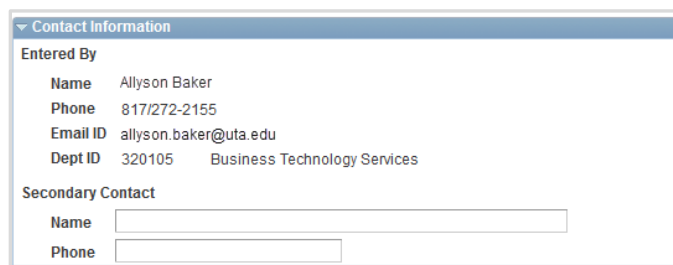
9) Expand the **Comments** section and click the **Add/Edit** button to include remarks. (Optional)



10) The **Form Procedures** section is used as a checklist and to provide additional information about the request. Review and provide an answer to the question in this section.



11) If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the Employment Termination form.



12) After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to “Pending Approvals” and the current routing is displayed.