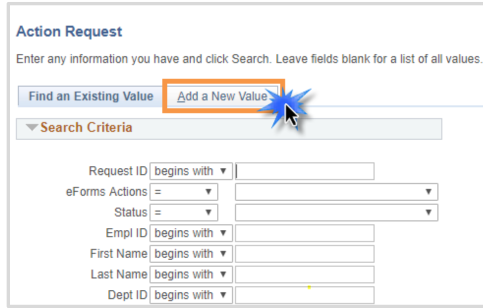
End Assignment

The End Assignment form is used to end a single or multiple assignments for an employee (i.e. student, non-tenured faculty, etc.). To end an assignment, complete the following steps:

1) In UT Share, navigate to the Action Request page.

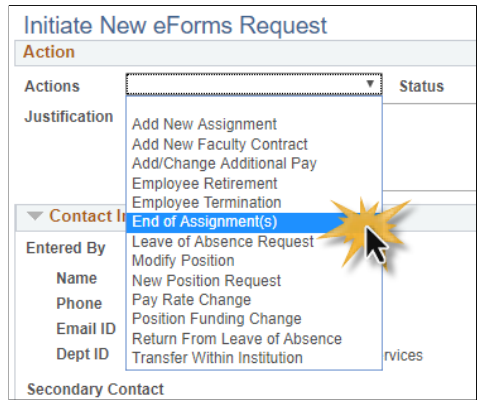
   NavBar > Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request



2) Click the Add a New Value tab.

3) Select the End of Assignment(s) Request Form

   The **Initiate New eForms Request** page is displayed. Select **End of Assignment(s)** from the **Actions** drop-down menu.



4) Use the **Justification** text box to explain or justify the reason for the request. (Optional)

5) Complete the Employee Information Section

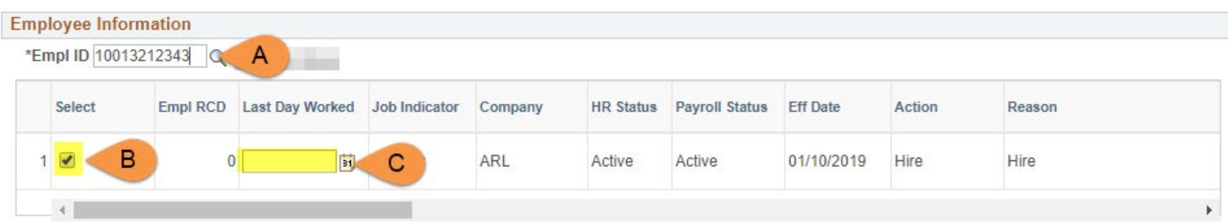
   The **Employee Information** section is used to identify the employee.

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

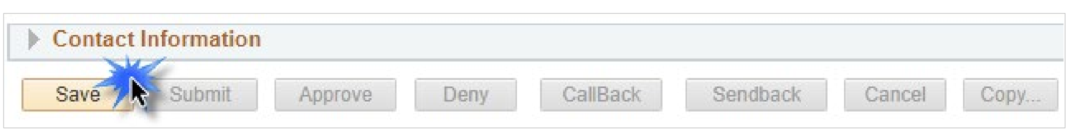
   B. Select the checkbox for the assignment you want to end.

      Note: You will only have the option to select the assignments that you have access to in your department. This is dependent on your permissions in UT Share.

   C. Enter the **Last Day Worked** in the position.

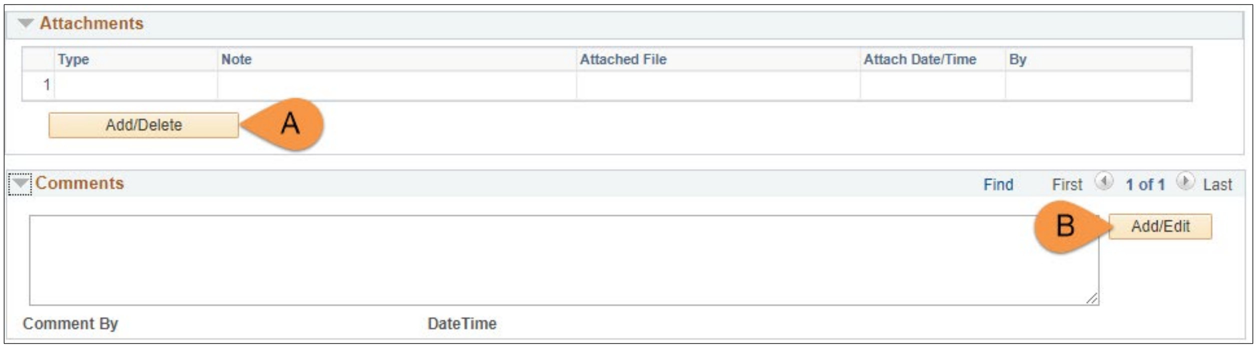


6) Once the required fields (indicated with an *asterisk) are completed, click Save. Notice, a Request ID number (e.g. 00002475) is assigned and the form status is displaying "Saved".



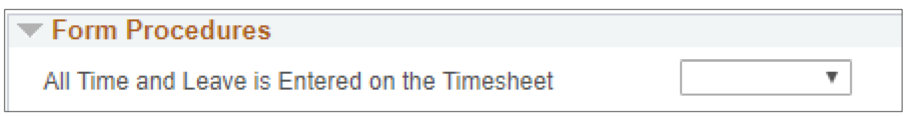
7) Add Attachments and Comments
   A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.
   B. Expand the Comments section and click the Add/Edit button to include any special remarks. (Optional)

Note: Attachments and Comments cannot be added unless you have clicked Save.



8) Complete the Form Procedures Section

   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.



9) Add a Secondary Contact (if needed) and Submit the Form to Workflow
   A. If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.
   B. 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.