

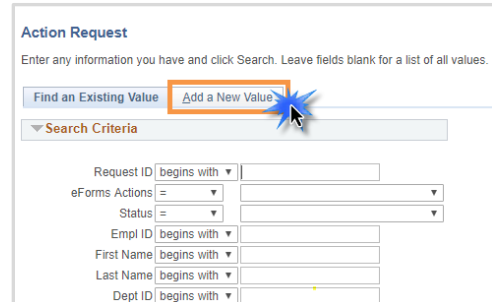
End Assignment

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.



Action Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Request ID begins with

eForms Actions =

Status =

Empl ID begins with

First Name begins with

Last Name begins with

Dept ID begins with

- 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

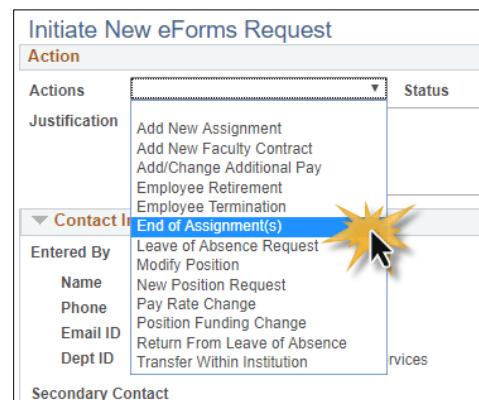
The **Employee Information** section is used to identify the employee.

- 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.



Initiate New eForms Request

Action

Actions Status

Justification

Add New Assignment
Add New Faculty Contract
Add/Change Additional Pay
Employee Retirement
Employee Termination

End of Assignment(s)

Entered By

Name

Phone

Email ID

Dept ID

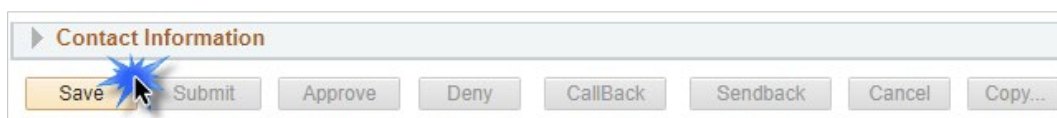
Secondary Contact

Employee Information

*Empl ID [10013212343] **A**

Select	Empl RCD	Last Day Worked	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1 <input checked="" type="checkbox"/> B	0	<input type="text"/> C		ARL	Active	Active	01/10/2019	Hire	Hire

- 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".



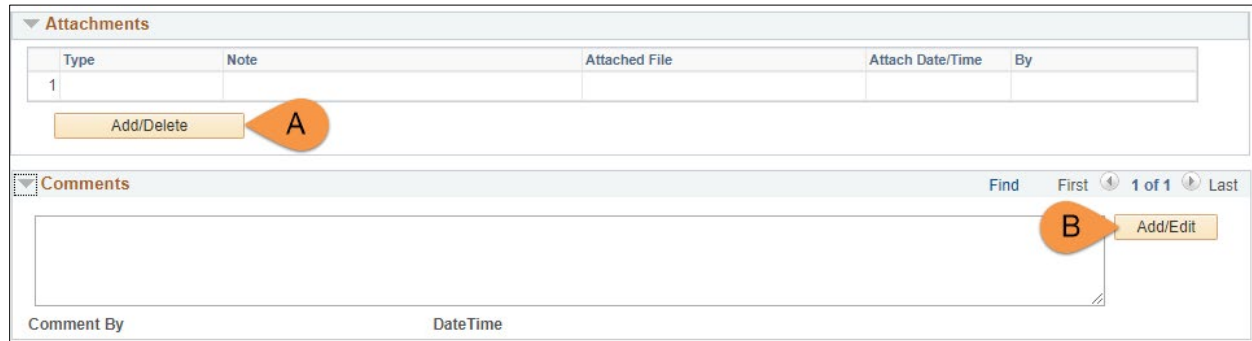
Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy...

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)

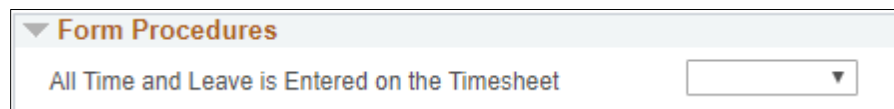
Note: Attachments and Comments cannot be added unless you have clicked Save.



The screenshot shows two sections: 'Attachments' and 'Comments'. In the 'Attachments' section, there is a table with columns: Type, Note, Attached File, Attach Date/Time, and By. Below the table is an 'Add/Delete' button, which is circled in orange with a callout 'A'. In the 'Comments' section, there is a large text area for entering comments. To the right of the text area is an 'Add/Edit' button, which is circled in orange with a callout 'B'. The 'Comments' section also includes a search bar with 'Find' and '1 of 1' results, and a 'Last' button.

8) Complete the Form Procedures Section

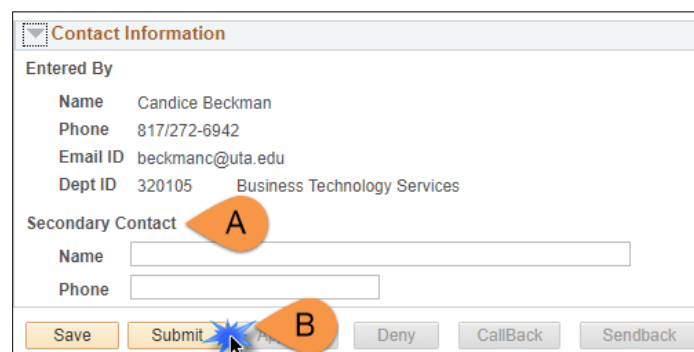
The **Form Procedures** section is used as a checklist and to provide additional information about the request. Review and provide an answer to the question in this section.



The screenshot shows the 'Form Procedures' section. It contains a question: 'All Time and Leave is Entered on the Timesheet'. To the right of the question is a dropdown menu with a downward arrow.

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.



The screenshot shows the 'Contact Information' section. It includes fields for 'Entered By' with the following information: Name: Candice Beckman, Phone: 817/272-6942, Email ID: beckmanc@uta.edu, Dept ID: 320105 Business Technology Services. Below this is the 'Secondary Contact' section with 'Name' and 'Phone' input fields. At the bottom of the section are buttons for 'Save', 'Submit', 'Deny', 'CallBack', and 'Sendback'. The 'Submit' button is circled in orange with a callout 'B'. The 'Secondary Contact' section is circled in orange with a callout 'A'.