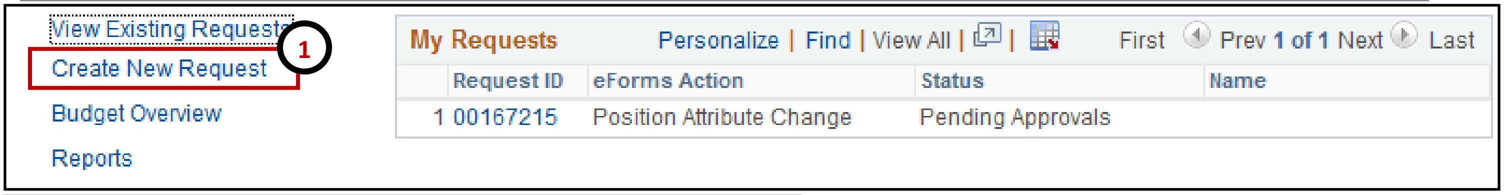
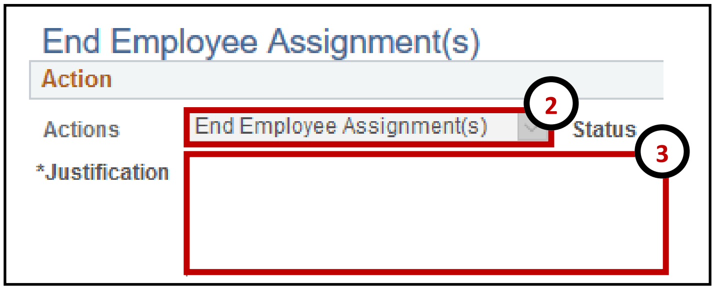
End Employee Assignment(s)

The End Employee Assignment(s) eForm is used when an employee should no longer be employed by your department (e.g. employee resignation, transfer to another department, student is graduating, and etc.).

1. After logging into PeopleSoft, under **Employee Self Service (Homepage)** click the **eForms Tile**. From the "eForms Portal Pagelet" select the **Create New Request** link.

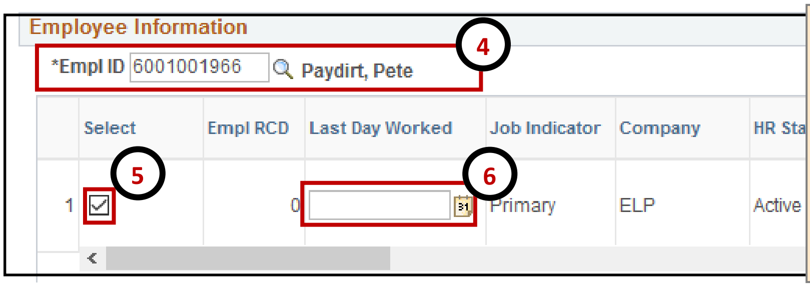


2. The **Initiate New eForms Request** page is displayed. From the "Action" drop down menu, select the **End Employee Assignment(s)** option.
3. The **End Employee Assignment** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the eForm action requested.



4. From the **Employee Information** section, enter or look up the employee's ID in the Empl ID field.

   Note: All active employee 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.

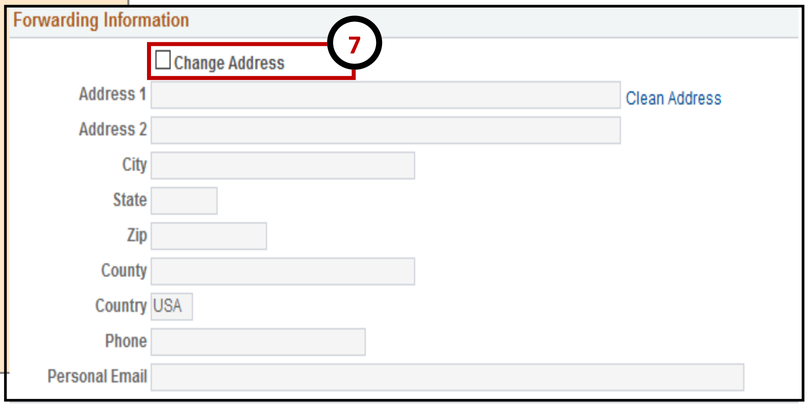


5. Select the appropriate **Empl Record.**
6. Once the Empl Record(s) has been selected, enter the **Last Day Worked.**

   Note: The Last Date Worked should be the last day the employee actually worked or the last date

7. The **W2 Forwarding Information** section displays the employee's current mailing address. Select the **Change Address** checkbox if the employee has provided a different 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.



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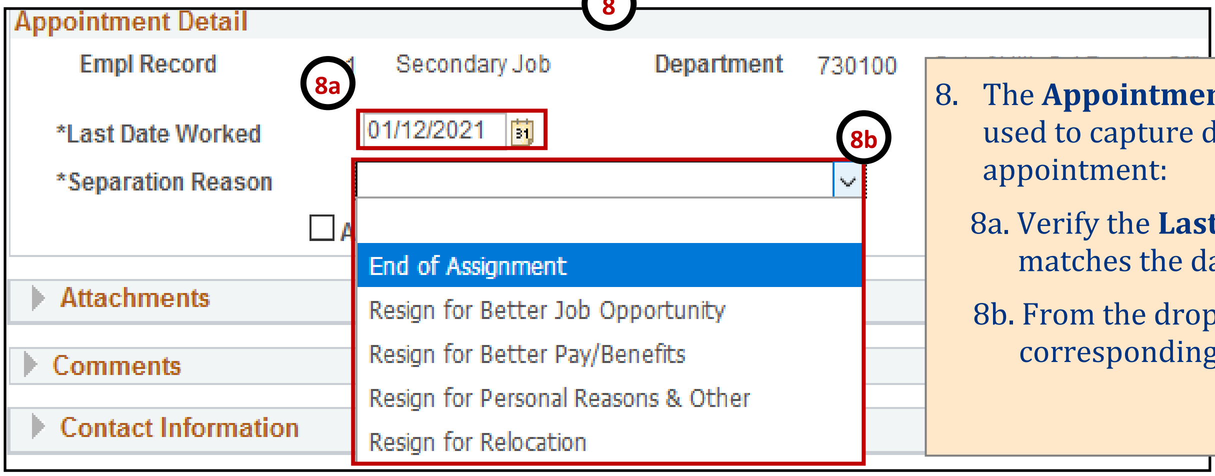
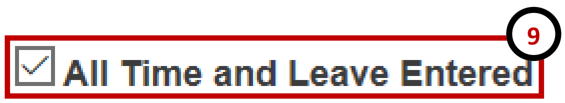


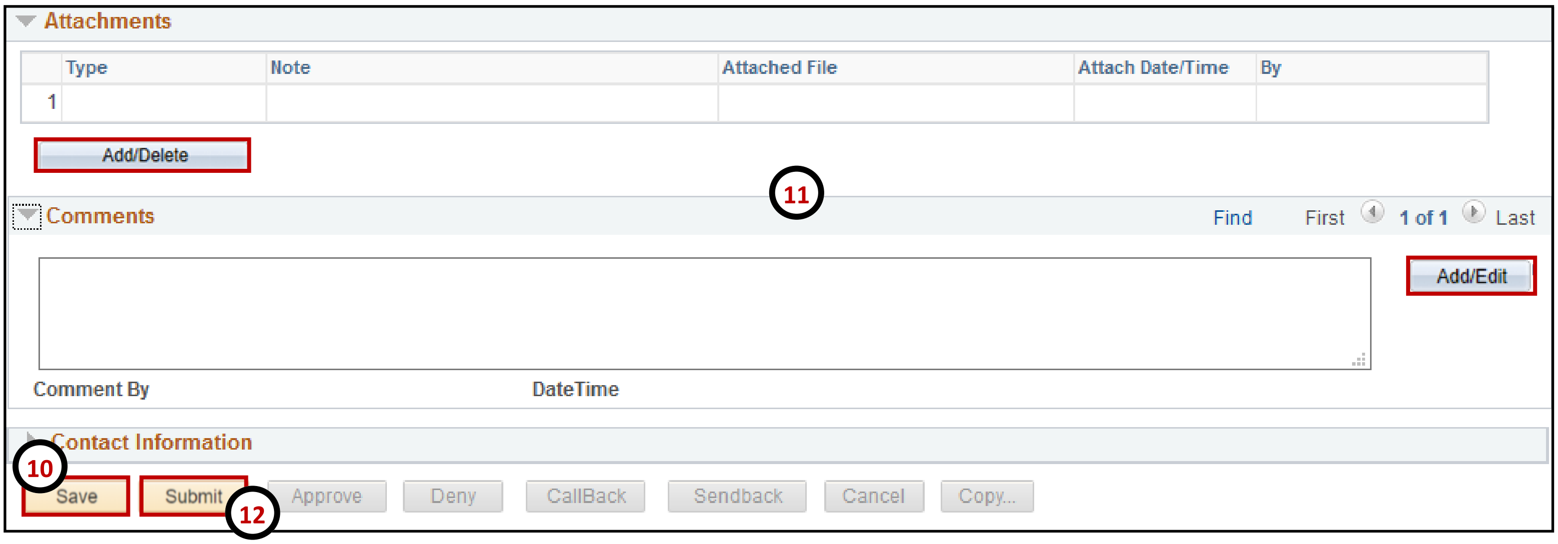
8. The **Appointment Detail** section is used to capture details for the end of appointment:

   8a. Verify the **Last Date Worked** matches the date entered above.

   8b. From the drop down, select the corresponding **Separation Reason**.

9. **Reminder:** All time (sick, vacation, paid hours) must be entered before the completion of this form, check the "All Time and Leave Entered" box if you have entered the time. Otherwise, you will need to save the form, enter the time, and return to complete the End Employee Assignment(s) form.





10. When all the required fields have been completed, click the **Save** button.

    Notice: At the top of the form, the **Request ID** number has been assigned and the status of the form is now "**Saved**."

11. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.

12. Click the **Submit** button.

13. Once the document is submitted, the status of the form will update and show "**Pending Approvals.**" The current approval routing is displayed at the bottom of the page.