

End Employee Assignment(s)

The End Employee Assignment(s) eForm is used to end some but not all active employee records. This form is used for employees that are not leaving the university permanently, e.g. a student or faculty member with multiple appointments.

1. After logging into PeopleSoft, under the home page look for the **eForms** section and select the **Create New Request** link.

Request ID	eForms Action	Status	Name
1 00015422	Termination	Completed	Paydirt, Pete
2 00015636	Retirement	Pending Approvals	Prince, Diana
3 00015422	Termination	Completed	Clark, Kent

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.

Select	Empl RCD	Last Day Worked	Job Indicator	Company
1 <input type="checkbox"/>	0		Primary	ELP
2 <input type="checkbox"/>	1		Secondary	ELP
3 <input checked="" type="checkbox"/>	2		Secondary	ELP

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 that time was entered for the employee.

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.

End Employee Assignment(s)

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Empl Record 2 Secondary Job Department 710400 Teacher Education

8a Last Date Worked 10/31/2018

8b Separation Reason

- End of Assignment
- Resign for Better Job Opportunity
- Resign for Better Pay/Benefits
- Resign for Personal Reasons & Other
- Resign for Relocation

Attachments

Comments

Contact Information

Save Submit Approve Deny CallBack

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.

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All Time and Leave Entered

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Type	Note	Attached File	Attach Date/Time	By
1				

Add/Delete

Comments

Add/Edit

Comment By DateTime

10

12

Save Submit Approve Deny CallBack Sendback Cancel Copy...

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.

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Business Office Approvals

REQUEST_ID=00015845:Pending

Separations

Pending

Multiple Approvers
HR Employee Relations

Not Routed

Multiple Approvers
EDM