HR Front End Transaction – Ending a SA Job

NOTE: Units should NOT use Separation transactions on SA employees. When a student is leaving a job the employing unit should place an appropriate Job End Date on the job. Only Student Employment should separate undergraduate student employees.

Overview
Transaction type: Job End Date
Routing: Org Initiate, Org Review, ORG or College Apply
Documents to attach: none

HR Front End Detailed Steps
1. Search for employee and open Employee Record View.
2. Set the View date:
   a. If the job record currently has an end date, type the existing end date in the View field.
   b. If the job has no existing end date, type the desired end date in the View date field.
3. Click View.
4. Select Transactions→Job End Date.
5. Click the job you want to end to expand the Job Detail if it is not already expanded.
6. Enter the desired end date in the Job End Date field and press Tab.
7. If the Job End Date entered is less than the previous end date, you may see a pop-up message informing you that the system is going to refresh the page to the new Job End Date. Click OK.
8. Select the proper Job Change Reason from the list (such as EJ010 for Employee Job resignation).
9. Type a Job Comment that includes contact email & phone number, and click Add.
   Note: Once the comment is added you cannot change or remove it.
10. Click Save. Proposed Changes accordion appears for the new Job End Date transaction.
11. If you need to end another job for this person, click Add Change and repeat steps 2-10.
12. Click Memos tab, type a memo that includes contact e-mail address & phone number, and click Add.
13. Routing:
   a. Review all changes and Route. Should get message success routing to ORG Review stop.
   b. Transaction appears in Org reviewer Group Inbox. Org reviewer must Take Ownership, review, and Route.
   c. If you are ending this employee’s only active job(s) the Separation question appears. Click Continue with Job End Date
   d. Should get message success routing to:
      i. If unit is part of LAS or ACES: COLLEGE Apply stop. College applier must Take Ownership, review, and Apply transaction to BANNER.
      ii. All other units: ORG Apply stop. Org applier must Take Ownership, review, and Apply transaction to BANNER.