

HR Front End Transaction – End a Job prior to its Last Paid Date

Transaction Type –Job End Date

Routing required – Department initiates and routes, College reviews and routes, HR reviews and applies

Documents to attach – Letter of Resignation (for monthly A/B/P e-group jobs)

HR Front End procedure (details – steps)

NOTE: If the Employee is separating from the University, use the Separation HRFE instructions, not these instructions.

1. Find employee, go to ERV.
2. If the job currently has an end date present, enter the job's current end date into the "View Date" field and then click the View button. If the job has no end date, enter the desired job end date in the "View Date" field and then click the View button.
3. Select Job End Date transaction.
4. If the desired job doesn't expand on its own, open up the job to be ended.
5. Enter the desired retroactive job end date in the Job End Date field, press TAB on the keyboard.
6. A pop-up message will appear informing you that the Job End Date must be updated to be the Last Paid Date. Press OK to acknowledge that message. Note that the Personnel date field still maintains the desired retroactive end date.
7. Select the proper Job Change Reason from the drop-down list of choices (such as EJ010 for Employee Job resignation).
8. Enter a job comment explaining the transaction and include your phone number and email. Click the Add button below the comment to add the comment to the transaction.
9. If you get a message - View date not equal to Job End Date' please ignore.
10. Click Save to create a new "END JOB" transaction.
11. If you need to end more than one job for this person, click the Add Change button and repeat steps 2-9.
12. If you have a letter of resignation to attach, go to the Attachments tab and follow these steps:
 - a. Click Add Attachment
 - b. Click Browse, select document to attach (either on your hard drive or network drive).
 - c. Click Open.
 - d. Click Add , select document type ("Resignation Documents").
 - e. Repeat as necessary for additional documents.
 - f. Once all are listed, click Upload. Check the message at the top of the screen to ensure that no error occurred.
 - g. Click Done.
 - h. You may change the doc type from ERV by clicking the drop down box, select appropriate document type and click Save).
13. Review all changes, Route.

14. College retrieves from Group Inbox, clicks Take Ownership button, reviews, and clicks Route button. (May require more than one College route depending on orgs involved).
15. Central HR retrieves from Group Inbox, clicks Take Ownership button, reviews, and clicks Apply button.