

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.