

HR Front End Transaction – Ending a Job (equal to or after its Last Paid Date)

Transaction Type –End Job

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

Documents to attach – Letter of Resignation (for monthly 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 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 job end date in the Job End Date field, then press TAB on the keyboard.
6. If the Job End Date is greater than the last paid date, you may get a pop-up message informing you that the new Job End Date is after the active record and the system is going to refresh the page to the new Job End Date. Click OK to acknowledge that message.
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, including the HR contact's email address and phone number. Click the Add button below the comment to add the comment to the transaction.
9. Click Save to create a new "END JOB" transaction.
10. If you need to end more than one job for this person, click the Add Change button and repeat steps 2-9.
11. If you are ending this person's only active job, you will get a blue box message indicating that it appears that this transaction could be a separation. You pick whether to continue with separation or continue with job end date transaction.
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.