HR Front End Transaction – Ending a Job

NOTE: Never use the Separations Process for an Extra-help employee. Only Extra-Help Services performs Separations on Extra-Help employees.

Overview

Transaction type: Job End Date
Routing: Org Initiate, Org Review, College Review, HR Apply
Documents to attach:

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. 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**. Should get message success routing to COLLEGE Review stop. (If reviewer is not the Home Org transaction routes to Home Org before going to College.)
    c. Transaction appears in College reviewer **Group Inbox**. College reviewer must **Take Ownership**, review, and **Route**. If you are ending all of this person's active jobs the Separation question appears. Click **Continue with Job End Date**. Success routing to CAMPUS Apply appears. (May require more than one College route before Campus stop, depending on orgs involved.)
    d. Campus HR sees transaction in **Group Inbox**, must **Take Ownership**, review, and **Apply**.