

Manager

Initiating voluntary/involuntary starting with Dashboard, selecting Manager Termination Request

The screenshot shows a dashboard with a left-hand navigation menu and three main content panels. The navigation menu includes: Manage Delegations, Employment Off-Boarding, Employee Termination Request, Employee Termination Checklist, Manager Termination Request (highlighted in yellow), Manager Termination Checklist, Manager Approves Termination, Manager Approves Checklist, EIS, and Texas State Service. The first content panel, titled 'Approve an ePAR', contains a description of an electronic Payroll Action Request and a 'Register for an AWP account' button. The second content panel, titled 'Employee Assistance', describes the Alliance Work Partners program and includes a 'Register for an AWP account' button. The third content panel, titled 'Employee Resources', lists 'Ask HR', 'Employee Retirement System', and 'Teacher Retirement System' with brief descriptions for each. The 'Manager Termination Request' item in the navigation menu is highlighted in yellow, and the corresponding text in the 'Employee Assistance' panel is also highlighted in yellow.

Select type of transaction, either involuntary or voluntary off-boarding

The screenshot shows the 'Employment Off-Boarding Rqst' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are several input fields: 'Off-Boarding ID' with the value 'NEXT', 'Transaction Type' with a dropdown menu showing 'Involuntary Off-Boarding' and 'Voluntary Off-Boarding' (the dropdown is highlighted in blue), 'Company' with the value 'EYS', and 'Employee ID' with a search icon. An 'Add' button is located below the input fields. At the bottom of the form, there are two buttons: 'Find an Existing Value' and 'Add a New Value'.

Select an Action reason type

Then click on the magnifying glass to see a list of employees that you supervise and are able to off-board

Select the employee that you are off-boarding

The screenshot shows the 'Employment Off-Boarding Rqst' form. The 'Action Reason Type' is set to 'Termination'. The 'Employee ID' field is highlighted in yellow. To the right, a 'Search Results' table is displayed with the following data:

Empl ID	Employee Name	Department
10727659	Mrs. Cassandra Nesh	951000
10827857	Jennifer Bressler	950000
10990475	Mr. James Davis	952000
11193535	Lindsay Kramer	950000

After the employee has been selected and the information is correct select Add

The screenshot shows the 'Employment Off-Boarding Rqst' form with the 'Employee ID' field populated with '10727659'. The 'Add' button is highlighted in yellow.

Next select the off-boarding reason from the drop down list

Human Resources **Reports**

New Window | Help

Employment Off-Boarding Request Form

Off-Boarding Header

Transaction Type: Involuntary Off-Boarding	Entered on: 08/02/2017
Company: UNT System Administration	Requestor Emplid: 10923147
Action Reason Type: Termination	Request Status: Initiated
Off-Boarding ID: NEXT	Approval Date:
Requestor Name: Maguire, James M	Approval Status:
*Off-Boarding Reason: <input type="text"/>	Approver Oprid:
PAR ID:	Checklist ID:

- Death
- End of Job Assignment
- Failure to Return from Leave
- Grant-Funded Job Eliminated
- Job Abandonment
- Reduction in Force
- Resign in Lieu Discpl Action
- Unsat Perf/Rule Violation
- Work Permit Expired

Then select the Requested last day at work, the termination effective date will be pre-populated, but you can change it

Human Resources **Reports**

New Window | Help

Employment Off-Boarding Request Form

Off-Boarding Header

Transaction Type: Involuntary Off-Boarding	Entered on: 08/02/2017
Company: UNT System Administration	Requestor Emplid: 10923147
Action Reason Type: Termination	Request Status: Initiated
Off-Boarding ID: NEXT	Approval Date:
Requestor Name: Maguire, James M	Approval Status:
*Off-Boarding Reason: <input type="text" value="Failure to Return from Leave"/>	Approver Oprid:
PAR ID:	Checklist ID:

Employment Information

Employee ID: 10727659 Mrs. Cassandra Nash

Select Job Record for Termination

Job Record	Position	Job Code	Job Description	Department	Department Description
<input checked="" type="radio"/>	000002174	1059	AVC Facilities Design & Constr	951000	Sys Fac Construction-Gen

Requested Last Day at Work:

Termination Effective Date:

Next >>

Then select Next

Employment Off-Boarding Request Form

Off-Boarding Header

Transaction Type: Involuntary Off-Boarding
Company: UNT System Administration
Action Reason Type: Termination
Off-Boarding ID: NEXT
Requestor Name: Maguire, James M
*Off-Boarding Reason: Failure to Return from Leave
PAR ID:

Entered on: 08/02/2017
Requestor Emplid: 10923147
Request Status: Initiated
Approval Date:
Approval Status:
Approver Oprid:
Checklist ID:

Employment Information

Employee ID: 10727659 Mrs. Cassandra Nash

Select Job Record for Termination

Job Record	Position	Job Code	Job Description	Department	Department Description
<input checked="" type="radio"/>	0 00002174	1059	AVC Facilities Design & Constr	951000	Sys Fac Construction-Gen

Requested Last Day at Work: 08/23/2017

Termination Effective Date: 08/24/2017

Next >>

Then enter the Approved last day at work and the Access Removal Date

Enter comments if necessary and select Save & Preview

Human Resources Reports

Action Reason Type: Termination
Off-Boarding ID: NEXT
Requestor Name: Maguire, James M
*Off-Boarding Reason: Failure to Return from Leave
PAR ID:

Request Status: Initiated
Approval Date:
Approval Status:
Approver Oprid:
Checklist ID:

Employment Information

Employee ID: 10727659 Mrs. Cassandra Nash

Selected Job Record for Termination

Job Record	Position	Job Code	Job Description	Department	Department Description
<input checked="" type="radio"/>	0 00002174	1059	AVC Facilities Design & Constr	951000	Sys Fac Construction-Gen

Requested Last Day at Work: 08/23/2017

Termination Effective Date: 08/24/2017

Approved Last Day at Work: 08/23/2017

Access Removal Date: 08/02/2017

Requester Comments:

COMMENTS

246 characters remaining

Save & Preview

Cancel Request

After save and Preview is selected the Off-boarding workflow is shown at the bottom. Then select either 1) Save, 2) Save & Submit or 3) Cancel Request

Human Resources Reports

Employment Information

Employee ID: 10727659 Mrs. Cassandra Nash

Selected Off-Boarding Job Record

Job Record	Position	Job Code	Job Description	Department	Department Description
0 00002174		1059	AVC Facilities Design & Constr	951000	Sys Fac Construction-Gen

Requested Last Day at Work: 08/23/2017 Termination Effective Date: 08/24/2017

Approved Last Day at Work: 08/23/2017 Access Removal Date: 08/02/2017

Requester Comments:
COMMENTS

246 characters remaining

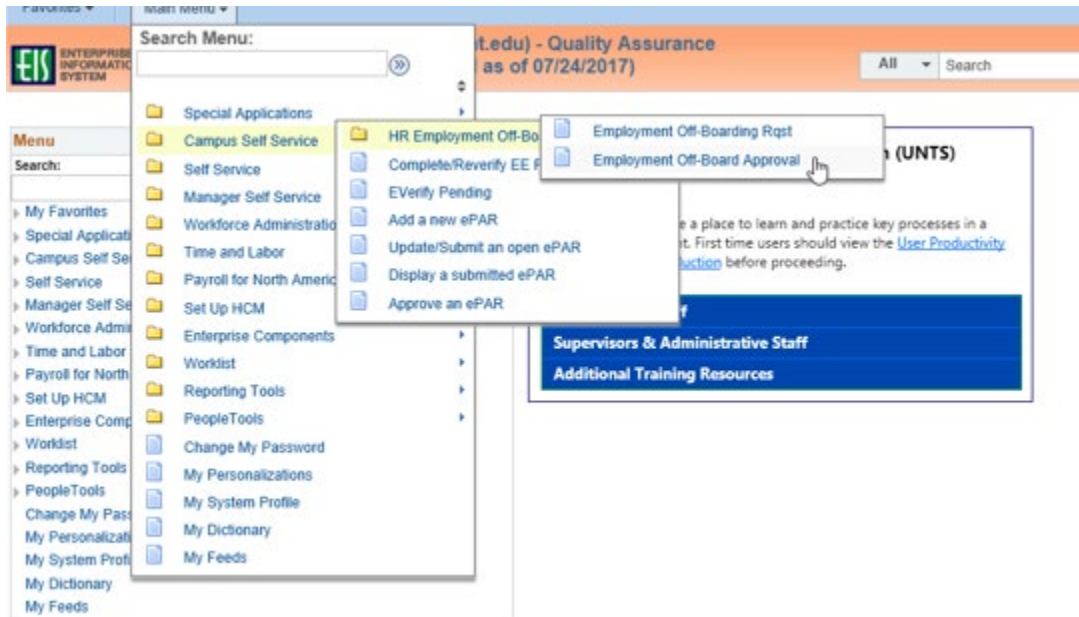
Save Save & Submit Cancel Request

Employee Off-Board WF Approval



Approving voluntary/involuntary request

The approver will be sent an email with a link that an off-boarding request needs their approval. You click on the link on go through the Manager Self Service



Then use the search function to find the appropriate employee. Only employees that you supervise will appear when you search.

Favorites > Main Menu > Campus Self Service > HR Employment Off-Boarding > Employment

ES ENTERPRISE INFORMATION SYSTEM dlc0018 on HRQA (DPR9101.its.unt.edu) - Quality Assurance
08/08/2017 13:30:03 (d/b refreshed as of 07/24/2017)

Employment Off-Boarding Apprvl

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Off-Boarding ID begins with

Transaction Type =

Off-Boarding Reason Type =

Company begins with

Employee ID begins with

Employment Record =

Business Unit begins with

Entered By begins with

Request Approval Status = Pending

Case Sensitive

Search (Alt+I) results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

The Off-Boarding request approval appears as shown below. You are able to change 1) the Termination Effective date, 2) Approved Last Day at Work and 3) Access Removal Date. You are also allowed to enter any approver comments. If you reject the off-boarding request you will be required to enter comments which will be sent to the initiator of the request.

The screenshot shows the 'Employment Off-Boarding Request Form Approval' page in the HRQA system. The page is titled 'Employment Off-Boarding Request Form Approval' and includes the following information:

- Transaction Type:** Voluntary Off-Boarding
- Company:** UNT System Administration
- Action Reason Type:** Resignation
- Off-Boarding ID:** 000000008
- Requestor Name:** Buchanan, James Roland
- *Off-Boarding Reason:** Family Reasons
- PAR ID:**
- Entered on:** 08/08/2017
- Requestor EmpID:** 10736645
- Request Status:** Submitted
- Approval Date:**
- Approval Status:** Pending
- Approver Oprid:**
- Checklist ID:**

Employment Information: Employee ID: 10736645, James Buchanan

Job Record	Position	Job Code	Job Description	Department	Department Description
5 00007205		48130	ERP Business Analyst - Lead	025000	IT Shared Services

Dates:
 Requested Last Day at Work: 08/06/2017
 Termination Effective Date: 08/27/2017
 Approved Last Day at Work: 08/06/2017
 Access Removal Date: 08/06/2017

Approver Comments: 254 characters remaining

Employee Off-Board WF Approval: Voluntary Employment Off-Boarding Request for :Buchanan,James Roland:Pending

Employee Voluntary Off_Boarding: Pending

Multiple Approvers: Department Admin Approver, Not Required, Mancum, Kim Eugene, Supervisor/Manager Approver

Select Approve or Deny

Once the off-boarding request is approved by both the Manager and the Admin, you will be sent an email with a link to the Manager's checklist. Or you can go through Manager Self-Service, Manage Approval Checklist.

The employee will also be sent a link to the checklist and will submit it to you electronically when it is completed.

Please review the employee's checklist and fill out the manager's checklist as items are being completed. Save it once all of the items are completed.