



Manager Self Service – Terminate Employment  
Quick Reference Guide

March 7, 2011



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## TERMINATE EMPLOYMENT INITIATOR

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### WHO CAN ACCESS THE REQUEST EMPLOYMENT/CHANGES DOCUMENT

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Each workflow document requires a minimum of two participants: an Initiator and an Approver.

Systems Control will be included as an approver for these transactions. They will be the final approval on these transactions prior to the data entering the system.

Initiating or creating a document requires:

- Position Cross-Reference access

Documents require between one and four approvers:

- HR Department Approver
- College Reviewer
- College/Division Funding Approver
- College Flex Approver
- Systems Control Approver

College/Divisions determine the number of approval steps required.



## NAVIGATING THE MANAGER SELF SERVICE MENU

### HOW TO NAVIGATE TO THE CREATE/MODIFY DOCUMENT

The Create/Modify Document is located in UAccess Employee – [www.uaccess.arizona.edu](http://www.uaccess.arizona.edu)

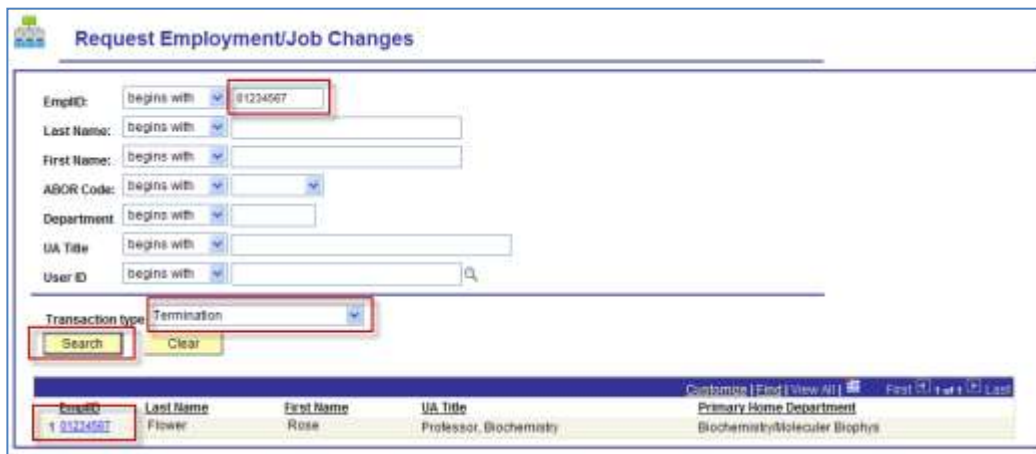
To access the document:

1. Click on the Manager Self Service menu item
2. Click on MSS Online Forms
3. Click on Employment and Job
4. Click on Request Employment/Job Changes



The “Request Employment/Job Changes” page provides multiple field search options for accessing the employee for the Terminate Employment Request.

1. Enter the Employee ID or other search criteria in the appropriate box in the search template.
2. Select the transaction type Termination or Retirement
3. Click on the Search button.
4. Select an Employee from the Search Results to start requesting changes.





## INITIATING REQUESTS

The “Request Employment /Job Changes” page allows the user to :

- **Terminate an Employee**
  - Multiple options are displayed depending on the employee.
    - **End All University Employment** - selecting this option will end employment at the University and end ALL jobs.
    - **End Job** – selecting this option will end one or more jobs.
- **Retire an Employee**

### HOW TO TERMINATE – END ALL UNIVERSITY EMPLOYMENT

Click on the “End All University Employment” radio button to end all jobs at the university.

Note: This action moves the transaction to the next page—“Job/s Selected for Termination”.

### Online Termination

---

EmplID: 01234567    Flower, Rose

**Select one of the following actions:**

**End All University Employment**  
Selecting this option will end employment at the University and end ALL jobs.

**End Job**  
Selecting this option will end one or more jobs.

If the employee is terminating from their current job due to a transfer, please do not proceed with online termination process. Submit a PAF/Hiring Form to Systems Control for employees transferring from one department to another.

Return to Search
Continue >>>

Jobs are displayed in “Read Only” format for review. Click on the Continue button to move to the Online Termination Form

### Job/s Selected for Termination

---

EmplID: 01234567    Flower, Rose

Empl Rcd#	Position Number	Alternate Title	Department	Description
1 <input checked="" type="checkbox"/>	0 1862858	Student Group A	8102	Admissions/New Student Enrol
2 <input checked="" type="checkbox"/>	1 1859529	Student Group A	8102	Admissions/New Student Enrol
3 <input checked="" type="checkbox"/>	2 1862475	Student Group A	8801	Residence Life
4 <input checked="" type="checkbox"/>	3 1998433	Student Group B	8801	Residence Life

If the employee is terminating from their current job due to a transfer, please do not proceed with online termination process. Submit a PAF/Hiring Form to Systems Control for employees transferring from one department to another.

Return to Search
Continue >>>



## 1. LAST DAY AT WORK

The “Last Day at Work” field on the “Online Termination Form” page will default to blank for most employee types. It can be changed to reflect a past date within the current fiscal year and can be created for future date up to 90 days. Please see examples below.

- Last Day at Work is blank
  - Once populated the system automatically defaults the Effective date to the next business day.

The screenshot shows the "Online Termination Form" interface. At the top left is a red arrow icon pointing to a document icon. The title "Online Termination Form" is centered. Below the title, there are two main fields: "\*Last Day at Work:" followed by an empty text box with a calendar icon, and "\*Effective Dt:" followed by an empty text box. To the right of these fields, the text "Transaction:" is above "Status: Not Submitted". Below the main fields, the text "Position: 1862858 Student Group A" is visible.

- 9 Pay 12 Employees
  - Last Day worked will automatically populate to the end of the current semester. The effective date will also populate based on tables within the system. Users will have the option to override these dates.

The screenshot shows the "Online Termination Form" interface. The "\*Last Day at Work:" field is populated with "05/22/2011" and has a calendar icon. The "\*Effective Dt:" field is populated with "06/30/2011". The "Transaction:" is "Status: Not Submitted". Below the main fields, the text "Position: 90524" is visible.

- Employees on Leave or Short Work Break
  - The Last Day worked will automatically populate with the value already in the system for the employee. Users will have the option to override these dates.

The screenshot shows the "Online Termination Form" interface. At the top left is a red arrow icon pointing to a document icon. The title "Online Termination Form" is centered. Below the title, there is a checkbox labeled "Allow Date Override" which is currently unchecked. Below this, there are two main fields: "\*Last Day at Work:" populated with "08/22/2010" and "\*Effective Dt:" populated with "08/23/2010". To the right, the text "Transaction:" is above "Status: Not Submitted". Below the main fields, the text "Position: 42 Instructor" is visible.



## 2. REASON CODE

The Reason code determines the reason for terminating the employee. Users will see both involuntary and voluntary reason codes in the drop down list. Emails will be generated to both Human Resources and Payroll based on these reasons.

- Select the Reason for Termination

### **Termination Reason Definitions:**

- |                                    |  |
|------------------------------------|--|
| • Contract Non Renewal             | Faculty/Apointed Personnel Only – Contract is not renewed  |
| • Deceased                         | Employee has passed away   |
| • Discharge/Dismissal              | Employee is discharged for job performance problems.   |
| • Discharge/Dismissal –Attendance  | Employee is discharged for documented poor attendance.   |
| • Discharge/Dismissal – Background | Employee is discharged for not passing background check.   |
| • Discharge/Dismissal – Evrfy/I-9  | Employee is discharged for E-Verify or I-9 issues.   |
| • Discharge/Dismissal – Misconduct | Employee is discharge for misconduct.  |
| • Employment Ended                 | Temporary, seasonal or on-call job or assignment ends.   |
| • Layoff with Recall Rights        | (Classified Staff) Employee has “meets” or above on most recent performance review at time.  |
| • Layoff without Recall Rights     | (Classified Staff) Employee has below “meets” on most recent performance review at time.   |
| • Probationary                     | Employee is separated during initial or transfer/promotion probationary period.  |
| • Pursue Additional Education      | Employee indicates that he/she is resigned speciically for educational purposes.   |
| • Voluntary Resignation            | Employee is leaving for outside employment, personal reasons, relocation, or is unable to return from personal or medical leave of absence, visa expiration. |

<b>Voluntary Termination Reasons</b> <i>(Attach resignation letter or other supporting documentation)</i>	<b>Involuntary Termination Reasons</b> <i>(Does not require employee signature)</i>	
	<b>Involuntary Discharge</b>	
Voluntary Resignation	Contract Non Renewal	Discharge/Dismissal
Pursue Additional Education	Probationary	Discharge/Dismissal –Attendance
Retirement (see page15)	Layoff with Recall Rights (requires attachment)	Discharge/Dismissal – Background
Deceased	Layoff without Recall Rights	Discharge/Dismissal – Evrfy/I-9
	Employment Ended	Discharge/Dismissal – Misconduct





### 3. DISABLE SECURITY DATE

The “Disable Security Date” field gives the user the option to add an effective date to disable security. The Security Team will receive reports for employees that are Ending All Employment. They will disable security roles based on this effective date. If the effective date is not populated they will remove security based on the effective date of the termination.

FTE: 0.700 [Termination Check List](#)

\*Reason Code: Discharge/Dismissal

Disable Security Access Date:  [View Security](#)

Selected Jobs [Find](#) First 1-4 of 4 Last

Emp Rcd: 0 FTE: 0.200

*Note: Please continue to follow normal procedures for removing access for an employee as this date will only be used for employees ending all employment. Removing security may be time sensitive so following your normal business practice is still required.*

### 5. VACATION ADJUSTMENT

The Leave Balances as of most recent accrual displays the employees current vacation balance. If the employee has a balance available and meets paygroup criteria the user can enter a vacation adjustment. The system requires an adjustment explanation for all vacation adjustments. Payroll will be receiving a report adjustments entered and will be submitting payment requests if needed.

Employee has a vacation balance:

1. Select the type of adjustment
  - a. Add
  - b. Subtract
2. Enter the amount to be adjusted.

Leave Balances (as of most recent accrual)

Vacation Balance: 97.25 Comp Time Balance: 0.00

Vacation Adjustment: Add 0.00

Adjustment Explanation (required if adjustment is entered)

Current Home Address

Employee does not have a vacation balance and or may not be eligible for vacation adjustment:

Leave Balances (as of most recent accrual)

Vacation Balance: 0.00 Comp Time Balance: 0.00

Current Home Address

*Note: Please add comments to the request if you know the vacation payout will be used for a different account than currently used for distribution.*



## 6. FORWARDING ADDRESS/ FORWARDING EMAIL

The forwarding address area is available if the employee has given you an address or email to forward all future notifications. These are optional fields and is not required.

**Forwarding Address**

*ℹ* If forwarding address is a foreign address, please provide in the comment section.

Street:

City:  State:   Zip:

Email Address:

## 7. GRAD TERM REASON

For Grads, the system will automatically default the expected end date in the Last Day at Work field. If this date is changed then a reason is required for the Graduate College.

Please select a reason in the drop down list.

**Online Termination Form** If user changes date, grad term reason is required.

\*Last Day at Work:   \*Effective Dt: 06/07/2011 Transaction: Status: Not Submitted

Position: 1815383 Graduate Associate  
 HR Deptid: 3502 Speech/Language and Hearing  
 EmplID: 01234567 Flower, Rose  
 FTE: 0.525 [Termination Check List](#)

\*Reason Code:    
 Grad Term Reason:

## 8. TERMINATION CHECK LIST

The Termination Checklist is a printable PDF that Human Resources has created for depts/colleges. This checklist will ensure that all of the services are discontinued and university property is returned to the appropriate department authority.

FTE: 0.525 [Termination Check List](#)

\*Reason Code:    
 Grad Term Reason:



## 9. EMAIL HISTORY

Upon submission, an email may be sent to Human Resources and Payroll personnel based on the reason code selected. Please expand the email history section to display this information.

Email History			
Subject	Sent To	Date Time Stamp	User ID
72 hour Payment (Payroll)	abbiem@email.arizona.edu; furashg@email.arizona.edu; pstmpusr@email.arizona.edu	02/15/2011 9:29PM	CAMACHOE
Discharge Notice (HR)	abbiem@email.arizona.edu; sharmap@email.arizona.edu	02/15/2011 9:29PM	CAMACHOE

## 10. ATTACHMENTS

Initiators and Approvers may upload and remove attachments to a request. Due to the sensitive nature of documents added for Employment/Job Changes, these attachments can only be viewed by anyone who has access as an approver for the specific transaction.

To Add an Attachment:

1. Click the “Add Attachment” link.
2. Click the “Browse” button and navigate to your saved document for uploading. Select the document.
3. Once the document path has loaded, click “Upload”.
4. The document will display with the description and document extension type.

To View an Attachment:

1. Click the link in the “View Attachment” column for the document you wish to view.
2. The document will open up in a separate window.

To Delete an Attachment:

1. Select the radio button next to the attachment you want to remove.
2. Click the “Delete Attachment” link.
3. A confirmation message will say “Attachment Deleted Successfully.”

Attachments		
<a href="#">View Attachment</a>	Description	Attached File
<input type="radio"/> <a href="#">View Attachment</a>	AWEpr.pdf	AWEpr.pdf
<input type="radio"/> <a href="#">Word_blank_template_Mosaic.docx</a>	Word_blank_template_Mosaic.doc	Word_blank_template_
<input type="radio"/> <a href="#">roles.txt</a>	roles.txt	roles.txt

[Add Attachment](#)   
  [Delete Attachment](#)   
 Attachment Deleted Successfully.



---

## 11. SUBMITTING TERMINATION REQUEST FOR APPROVAL

---

To submit the Termination request for approval.

1. Click on the “Submit” button

---

Request Comments (2000 char)

---

Created By: Last Updated By:  
Submit Date: Last Update:

---

*Note: The request can be cancelled by clicking on the “Cancel” button.*



## HOW TO TERMINATE – END JOB(S)

Click on the “End Job” radio button to end one or more jobs at the University.

Note: This action moves the transaction to the next page—“Job/s Selected for Termination”.

**Online Termination**

EmplID: 01234567 Flower, Rose

Select one of the following actions:

End All University Employment  
Selecting this option will end employment at the University and end ALL jobs.

End Job  
Selecting this option will end one or more jobs.

If the employee is terminating from their current job due to a transfer, please do not proceed with online termination process. Submit a PAF/Hiring Form to Systems Control for employees transferring from one department to another.

Return to Search Continue >>>

Jobs are displayed for selection. Select the job(s) you wish to terminate for the employee. Click on the Continue button to move to the Online Termination Form

**Select Job/s for Termination**

EmplID: 01234567 Flower, Rose

Empl Rcd#	Position Number	Alternate Title	Department	Description
1 <input checked="" type="checkbox"/>	0 1862858	Student Group A	8102	Admissions/New Student Enrol
2 <input type="checkbox"/>	1 1859529	Student Group A	8102	Admissions/New Student Enrol
3 <input type="checkbox"/>	2 1862475	Student Group A	8801	Residence Life
4 <input type="checkbox"/>	3 1998433	Student Group B	8801	Residence Life

If the employee is terminating from their current job due to a transfer, please do not proceed with online termination process. Submit a PAF/Hiring Form to Systems Control for employees transferring from one department to another.

Return to Search Continue >>>

*Note: Please refer back to Section “How to Terminate – End All University Employment” for details on the fields to populate on the request form.*



## 1. DISCHARGE CHECK BOX FOR END JOB(S)

When ending job(s) the only Reason that is available is END JOB. This is how the system is designed for jobs that are ending. However, users must indicate whether or not the job is ending due to a discharge reason by selecting the “Discharge” checkbox.

The screenshot shows a form with a text input field containing 'End-Job' and a checkbox labeled 'Discharge?'. The text 'Reason Code:' is visible to the left of the input field.

*Note: Human Resources will be notified by email for all jobs that end and indicate the discharge checkbox.*

## 2. ATTACHMENTS

Initiators and Approvers may upload and remove attachments to a request. Due to the sensitive nature of documents added for Employment/Job Changes, these attachments can only be viewed by anyone who has access as an approver for the specific transaction.

To Add an Attachment:

5. Click the “Add Attachment” link.
6. Click the “Browse” button and navigate to your saved document for uploading. Select the document.
7. Once the document path has loaded, click “Upload”.
8. The document will display with the description and document extension type.

To View an Attachment:

3. Click the link in the “View Attachment” column for the document you wish to view.
4. The document will open up in a separate window.

To Delete an Attachment:

4. Select the radio button next to the attachment you want to remove.
5. Click the “Delete Attachment” link.
6. A confirmation message will say “Attachment Deleted Successfully.”

Attachments		
<a href="#">View Attachment</a>	Description	Attached File
<input type="radio"/> <a href="#">View Attachment</a>	AWEpr.pdf	AWEpr.pdf
<input type="radio"/> <a href="#">Word blank template Mosaic.docx</a>	Word_blank_template_Mosaic.doc	Word_blank_template_
<input type="radio"/> <a href="#">roles.txt</a>	roles.txt	roles.txt

[Add Attachment](#)   
  [Delete Attachment](#)   
 Attachment Deleted Successfully.



---

### 3. SUBMITTING TERMINATION REQUEST FOR APPROVAL

---

To submit the Terminate Employment request for approval.

1. Click on the “Submit” button

---

Request Comments (2000 char)

---

Created By:	Last Updated By:
Submit Date:	Last Update:

---

Note: The request can be cancelled by clicking on the “Cancel” button.



## HOW TO RETIRE AN EMPLOYEE

Enter search criteria to find the employee you wish to retire. Select the transaction type of Retirement from the initial search page.

*Note: This action moves the transaction to the next page—“Online Termination Form”.*

- If an employee has more than one job, all jobs will be listed in the “Selected Jobs” section on the online termination form. When an employee retires they retire from ALL jobs at the University.
- Users will only have the option of “Official UA Retirement Status” as the reason for retirement. To obtain Official UA Retirement Status certain criteria must be met. Systems Control reviews and determines if the criteria has been met.

[New Window](#) | [Help](#) | [Cust](#)

### Online Termination Form

\*Last Day at Work:  BT \*Effective Dt:

Transaction: **Status:** Users only have the option of "Official UA Retirement Status" as the reason.

Position: 1234567 Office Assistant, Senior  
 HR Deptid: 9804 Pit Bull Vet Sciences  
 EmplID: 00123456 Corrigan, Billy  
 FTE: 1.250 [Termination Check List](#)

\*Reason Code: Official UA Retirement Status

Disable Security Access Date:  [View Security](#)

Selected Jobs			Find	First
Empl Rcd Nbr:	0	FTE: 1.000		
Position:	1234567 Office Assistant, Senior			
Comprate	\$29504.00 Annualized Salary			
Empl Rcd Nbr:	1	FTE: 0.250		
Position:	2345678 Parking Event Monitor, Sr			
Comprate	\$9.75 Hourly			

Both jobs automatically display and will route for approvals by each dept.

**Leave Balances (as of most recent accrual)**

Vacation Balance: 86.99 Comp Time Balance: 7.87

Vacation Adjustment:   0.00

*Note: Please refer back to Section “How to Terminate – End All University Employment” for details on the fields to populate on the request form.*





## 2. ATTACHMENTS

Initiators and Approvers may upload and remove attachments to a request. Due to the sensitive nature of documents added for Employment/Job Changes, these attachments can only be viewed by anyone who has access as an approver for the specific transaction.

To Add an Attachment:

9. Click the “Add Attachment” link.
10. Click the “Browse” button and navigate to your saved document for uploading. Select the document.
11. Once the document path has loaded, click “Upload”.
12. The document will display with the description and document extension type.

To View an Attachment:

5. Click the link in the “View Attachment” column for the document you wish to view.
6. The document will open up in a separate window.

To Delete an Attachment:

7. Select the radio button next to the attachment you want to remove.
8. Click the “Delete Attachment” link.
9. A confirmation message will say “Attachment Deleted Successfully.”

Attachments			
		Customize   Find   View All	
		First ◀ 1-3 of 3 ▶ Last	
<input type="radio"/>	View Attachment	Description	Attached File
<input type="radio"/>	<a href="#">View Attachment</a>	AWEpr.pdf	<input type="text" value="AWEpr.pdf"/>
<input type="radio"/>	<a href="#">Word blank template Mosaic.docx</a>	Word_blank_template_Mosaic.doc	<input type="text" value="Word_blank_template_"/>
<input type="radio"/>	<a href="#">roles.txt</a>	roles.txt	<input type="text" value="roles.txt"/>

Attachment Deleted Successfully.

## 3. SUBMITTING RETIREMENT REQUEST FOR APPROVAL

To submit the Retirement request for approval.

2. Click on the “Submit” button

Request Comments (2000 char)

---

Created By: \_\_\_\_\_ Last Updated By: \_\_\_\_\_  
 Submit Date: \_\_\_\_\_ Last Update: \_\_\_\_\_

---

Note: The request can be cancelled by clicking on the “Cancel” button.



## APPROVING/DENYING REQUESTS

### HOW TO APPROVE TERMINATE EMPLOYMENT REQUESTS

Terminate Employment requests pending approval can either be accessed through the “pagelet” or the “Manage Termination/Retirement” page. The option to approve a request will only appear if the user has both the appropriate approval role and is the next step in the approval chain.

#### 1. APPROVING THE TERMINATE EMPLOYMENT REQUEST

To approve a terminate employment request

- Click on the “Approve” button



#### Online Termination Form

*Last Day at Work:	02/08/2011	*Effective Dt:	02/09/2011	Transaction:	249762
				Status:	Pending

---

Position:	5550022	Lecturer
HR DeptId:	0123	Nutritional Sciences INS
EmpID:	01234567	Flower, Rose
FTE:	0.670	<a href="#">Termination Check List</a>

---

Reason Code: Voluntary Resignation

---

Disable Security Access Date: [View Security](#)

---

Selected Jobs		Find	First	1 of 3	Last
Empl Rcd Nbr:	2	FTE:	0.100		
Position:	1843909	OMSE			
Comprate	\$24.01	Hourly			
Empl Rcd Nbr:	3	FTE:	0.070		
Position:	1846292	Specialist			
Comprate	\$58417.00	Annualized Salary			
Empl Rcd Nbr:	6	FTE:	0.500		
Position:	1834623	Lecturer			
Comprate	\$50000.00	Salaried 9 Month			

---

Leave Balances (as of most recent accrual)

Vacation Balance:	239.55	Comp Time Balance:	0.00
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---

Forwarding Address

*If forwarding address is a foreign address, it will appear in the transaction comments.*

Street: 123 Beach St  
City: Tucson                      state: AZ                      Zip: 85750

---

Email Address:

---

Attachments			Customize	Find	View All	First	1 of 1	Last
<a href="#">View Attachment</a>	Description	Attached File						
<input type="radio"/>	<a href="#">View Attachment</a>							

[Add Attachment](#)   [Delete Attachment](#)

---

Request Comments (2000 char)

---

Created By: ABBIEEM                      Last Updated By: ABBIEEM  
Submit Date: 02/09/2011 11:48AM                      Last Update: 02/09/2011 11:48:16.000000AM

---

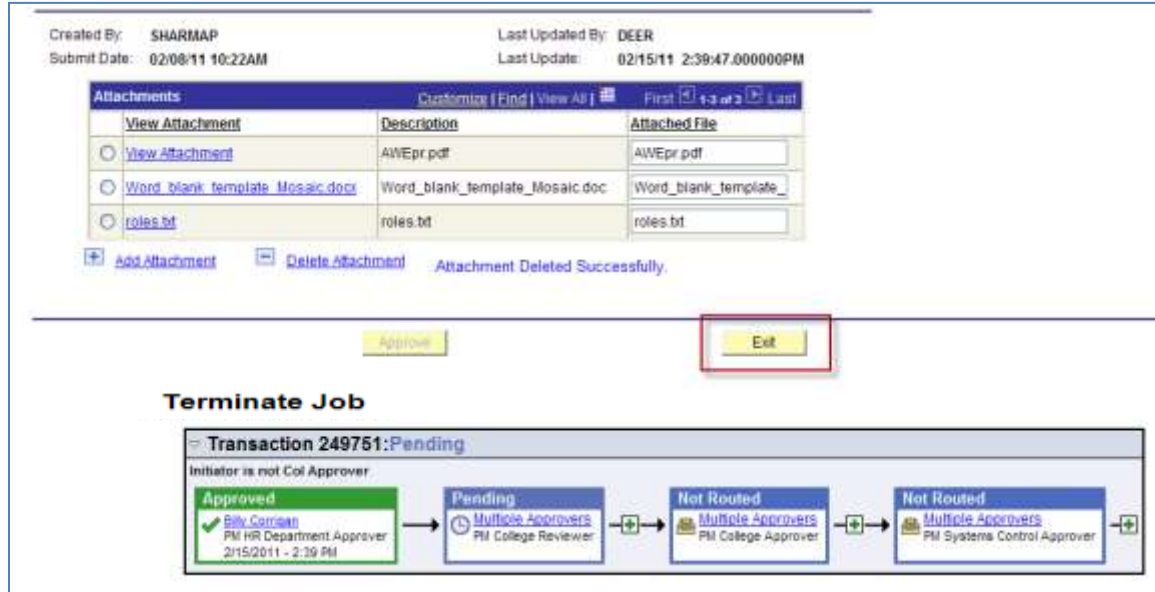
[Email History](#)

Approve      Deny      Exit

## 2. CONFIRMING APPROVED REQUEST

Once the terminate employment request is approved, a confirmation page displays the information from the previous page in view only mode. The “green box” in the process monitor (the rectangular boxes on the bottom of the page) shows that the first approval step has been satisfied.

1. Click on the “Exit” button to return to the search menu



The screenshot shows a web interface with the following elements:

- Metadata: Created By: SHARMAP, Submit Date: 02/08/11 10:22AM, Last Updated By: DEER, Last Update: 02/15/11 2:39:47.000000PM
- Attachments Table:
 

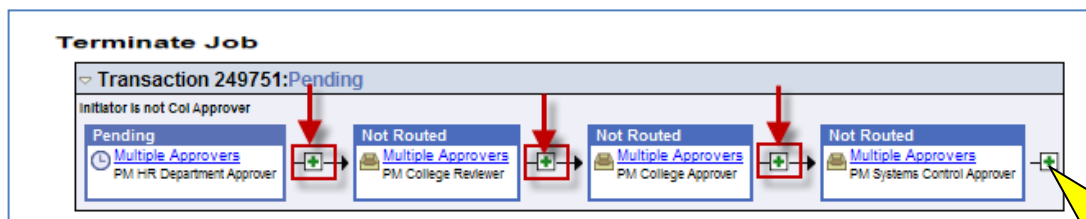
View Attachment	Description	Attached File
<a href="#">View Attachment</a>	AWEpr.pdf	AWEpr.pdf
<a href="#">Word blank template Mosaic.docx</a>	Word_blank_template_Mosaic.doc	Word_blank_template_
<a href="#">roles.bt</a>	roles.bt	roles.bt
- Buttons: Add Attachment, Delete Attachment, Attachment Deleted Successfully.
- Process Monitor:
  - Transaction 249751: Pending
  - Initiator is not Col Approver
  - Step 1: Approved (Green box) - Billy Cornean, PM HR Department Approver, 2/15/2011 - 2:39 PM
  - Step 2: Pending (Blue box) - Multiple Approvers, PM College Reviewer
  - Step 3: Not Routed (Blue box) - Multiple Approvers, PM College Approver
  - Step 4: Not Routed (Blue box) - Multiple Approvers, PM Systems Control Approver
- Buttons: Approve, Exit (highlighted with a red box)

## 2. ADDING AD HOC APPROVERS AND REVIEWERS

Ad hoc approvers and reviewers can be added by HR Department, College Reviewers and College Approvers at any step following an approval step in the chain. For example, the HR Department can add an ad hoc approver or reviewer after the College Reviewer or College Approver steps. Note: the Ad hoc “Approver” will stop the routing flow until the user takes action—the Ad hoc “Reviewer” notifies the user of the transaction and does not require approval.

To add an ad hoc approver or reviewer:

1. Click on the + sign to the right of the approval step the ad hoc reviewer will follow.
  - o Do **NOT** add an **AHDOC APPROVER** after the Systems Control Step. Systems Control is the final step in the workflow and will deny requests that include an adhoc APPROVER after their step. **\*\*Users may however add adhoc REVIEWER’s after systems control step if needed.**

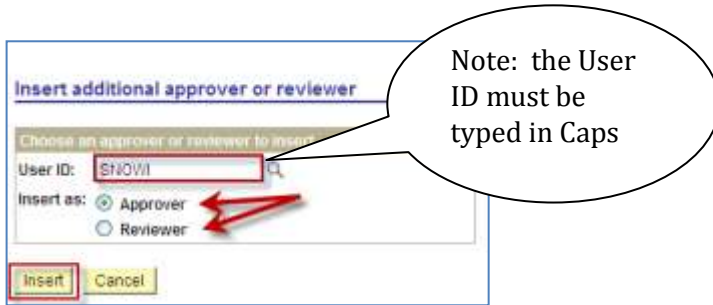


The screenshot shows the same process monitor as above, but with red arrows pointing to the '+' signs on the right side of the first three steps (Approved, Pending, and Not Routed) to indicate where ad hoc approvers or reviewers can be added.

2. This will activate the “Insert additional approver or reviewer” window.
  - a. Type in the user id for the ad hoc approver or reviewer

Do **NOT** add **APPROVERS** after Systems Control Step

- a. See Approver/Reviewer Search below if the user id is unknown
- b. Click on either the “Approver” or the “Reviewer” radio button
- c. Click on the “Insert” button



### 3. Approver Reviewer Search

The spy glass in the “Insert additional approver or review” window will activate the “Approver/Reviewer Search” option (see previous section)

1. Type the user’s name or user ID
2. Click on the “Search” button  
 A list of users meeting the search criteria will appear
3. Select the ad hoc approver or reviewer by clicking on the individual’s name or user id.

The “Insert additional approver or reviewer” window will reappear

4. Click on either the “Approver” or the “Reviewer” radio button
5. Click on the “Insert” button





## HOW TO DENY TERMINATE EMPLOYMENT REQUESTS

The option to deny a request appears if the user has both the appropriate approval role and is the next step in the approval chain.

To deny a request

1. Type the reason for denial in the comments section
2. Click on the “Deny” button

## 2. TERMINATE EMPLOYMENT DENY CONFIRMATION

Once the terminate employment transaction is denied, a confirmation page displays the information from the previous page in view only mode. The process monitor shows that the position funding change has been denied. Additionally, an email is sent to the initiator notifying him/her of the denied request.

1. Click on the “Exit” button to return to the search menu



## HOW TO WITHDRAW- TERMINATE EMPLOYMENT REQUESTS

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Initiators have the ability to withdraw Terminate Employment requests by accessing the specific transaction in the “Manage Termination/Retirement” page. Withdrawing the request essentially cancels the request from all pending approvers. Initiators may withdraw a request up until final approval. These requests are stored for 30 days and may be cloned to create a new request.

How to withdraw a request:

1. Search for the request in the “Manage Position Create/Modify”.
2. Once transaction is selected and opened click the “Withdraw” button.





## VIEWING PENDING REQUESTS

Pending approval requests are available for viewing in two formats:

- Pagelets
- Manage Position Create/Modify Requests

### 1. HOW APPROVERS KNOW DOCUMENTS ARE PENDING THEIR APPROVAL

The UAccess Employee main page automatically displays a “pagelet” summary listing the transactions pending the individual approver’s action.

- The “pagelet” provides a “transaction” link directly to the transactions requiring the user’s approval.
- Each transaction type displays a total count of transactions available for approval.
- Selecting the “home” key on the first tab on the upper right side of any page will return the user to the MSS Approval Summary Pagelet.



Note: if a transaction type link is not available, this means no requests are available for approval at this time.

- Once a user selects a transaction type from the MSS Approval Summary they are directed to the individual transaction pagelet.
- Additional details for each transaction are made available to allow for selection of the transaction to work next.





## 2. HOW INITIATORS KNOW WHEN DOCUMENTS ARE APPROVED, DENIED OR PENDING

The “Manage Termination/Retirement” allows users with the UAccess Employee Position Cross-Reference role to view position management documents that are pending, approved, denied, saved or withdrawn.

The Search dialog box provides multiple options for accessing position management transactions.

1. Enter the HR Dept or other criteria listed in the Search dialog box
2. Click on the “Search” button  
A list of values that meet the search criteria will be displayed
3. Click on any of the values listed to access specific transactions
  1. The user’s role and current approval step will determine whether the record is view only or available for change or approval.

### Manage Termination/Retirement

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

Find an Existing Value \_\_\_\_\_

Transaction Number:	=	
Department:	begins with	0404
Effective Date:	=	
EmpID:	begins with	
Last Name:	begins with	
First Name:	begins with	
Request Status:	=	Pending
Initiator NetID:	begins with	

Case Sensitive

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





## SCENARIOS – WORKFLOW PATHS

The following examples describe the workflow paths a user may encounter when initiating or approving a document.

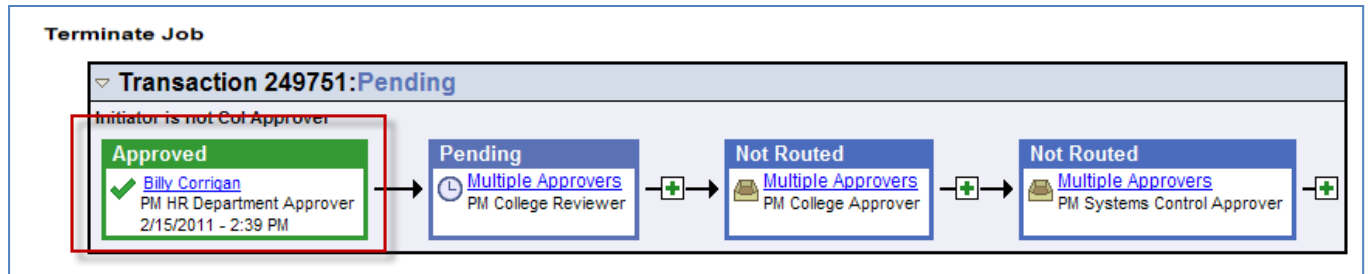
### SELF APPROVAL

Initiator with HR Dept, College Reviewer or College approval role(s)

- The step for the specific approval role automatically self approves when the request is submitted.

Please see the example below:

HR Department Approver initiating a request



### AUTO APPROVAL

Approver listed on multiple steps in path(s)

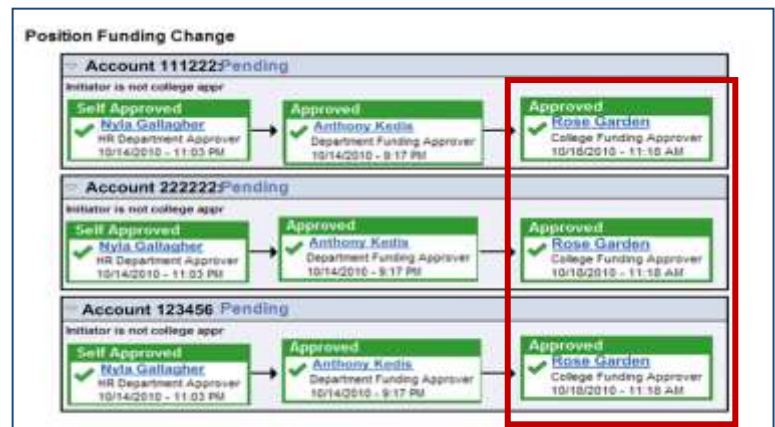
- Multiple paths for the same approver are automatically approved on all steps.

Please see the example below:

College/Division approving a request in which they are listed in multiple paths/steps.

Before:

After:



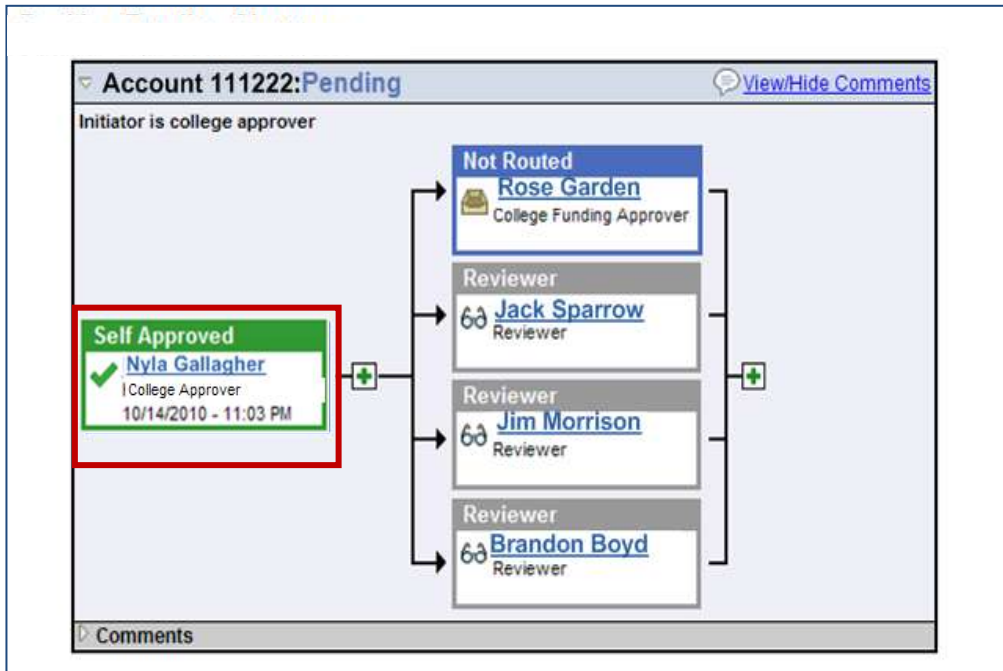


## COLLEGE INITIATES A REQUEST

College initiates a request

- The HR Department Approvers are notified of the change via email.
- The request will automatically route to Systems Control upon submission.

Please see the example below:



## SKIPPED STEPS

The system skips steps if it does not find approvers

- Steps are skipped if no one is assigned to an approval role
- At least one “account” approver is required for the path

Please see the example below:





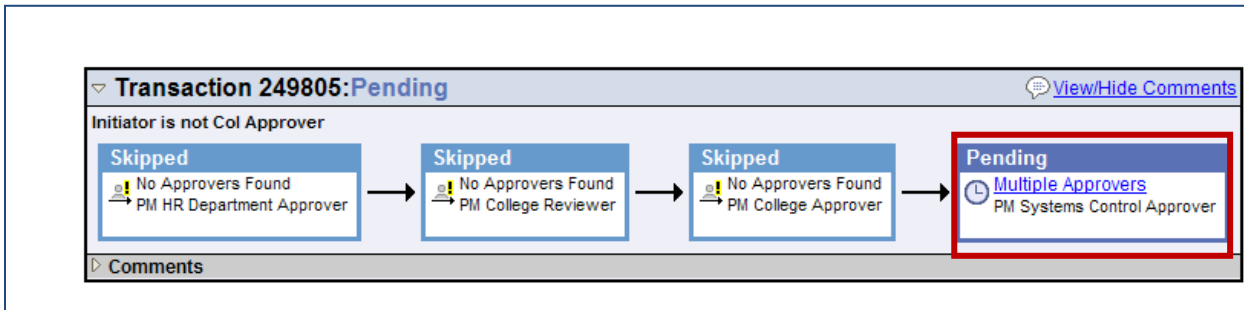
## NO APPROVERS FOUND

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Transactions routed to an Error Step if no approvers assigned

- All steps are skipped if no approvers are assigned
- A Systems Control Approver will troubleshoot the transaction

Please see the example below:



## ERROR/WARNING MESSAGES

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The following examples describe the error or warning messages a user may encounter when initiating or approving documents.

### ANOTHER APPROVER HAS TAKEN ACTION

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A single step may have multiple approvers

- More than one approver can simultaneously review a transaction; however, only ONE can take action.

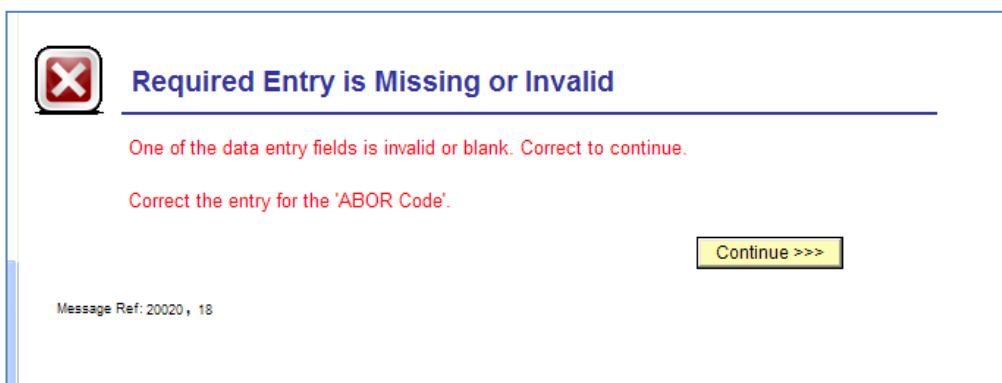
The following error message indicates another approver has already completed the step.



### MISSING INFORMATION

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A request cannot have missing required fields upon submission. If the user tries to submit a request with missing information the following error message will display. The message will refer the user back to the field that is missing information.

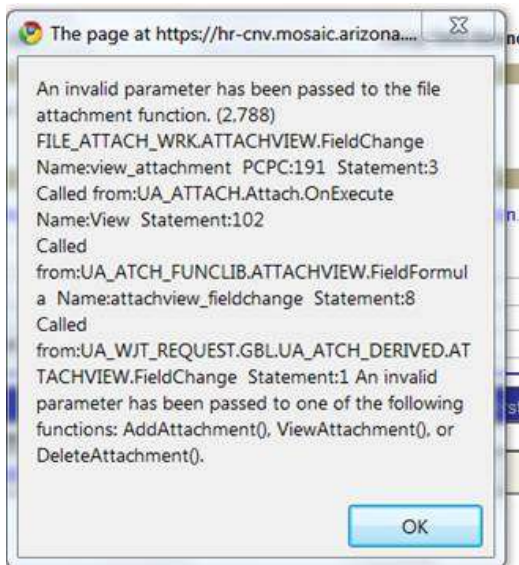




## NO ATTACHMENTS HAVE BEEN ADDED

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If a user clicks on the “view attachments” link but no attachments exist, the following error message will appear.





## CONTACT INFORMATION

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If you are experiencing problems or just have questions about the Manager Self Service Terminate Employment, please contact the Workflow Administrators.

### WHO TO CALL????

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E-mail is the best communication method for contacting the Workflow Administrators. Please include both administrators when emailing. Their contact information is:

2. Esperanza Gallagher – [espieg@email.arizona.edu](mailto:espieg@email.arizona.edu)
3. Abbie Montenegro – [abbiem@email.arizona.edu](mailto:abbiem@email.arizona.edu)

The Mosaic Project – Workforce Administration Team phone number is:

- 626-9917