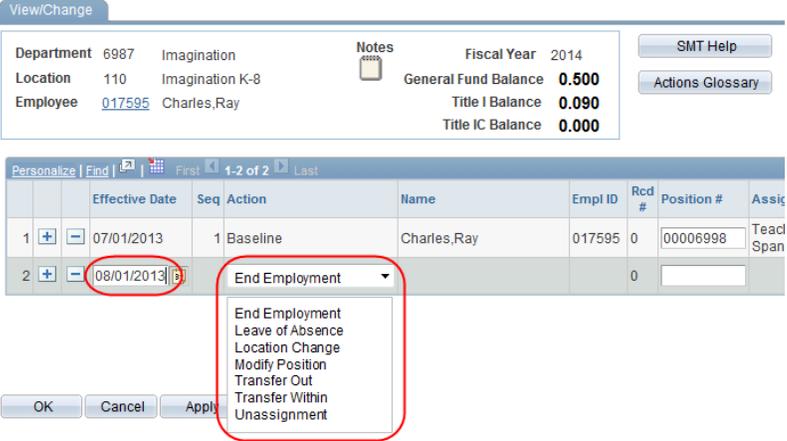
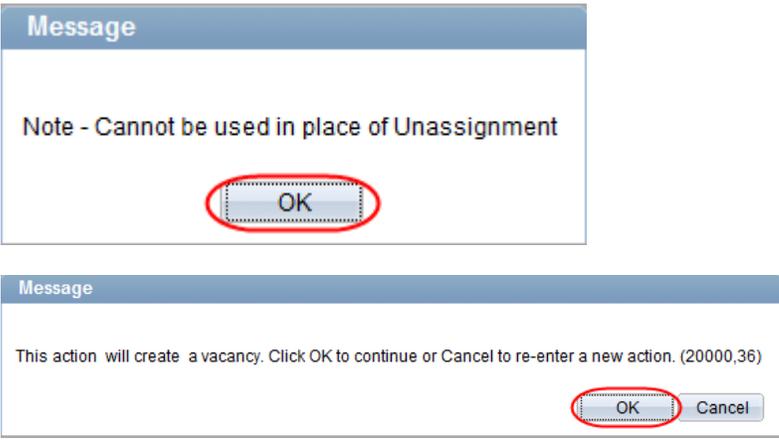


End Employment

The steps below demonstrate how to **End Employment**.

The Employee Resignation form is required for ending employment.

<p>Step 1: Enter the Effective Date the employment will end.</p> <p>NOTE: You must enter the Effective Date before you select any action. The Effective Date will become display-only after the action is selected.</p> <p>Step 2: Select the End Employment action.</p>	 <p>The screenshot shows the 'ViewChange' form for employee Charles, Ray. The 'Effective Date' field is set to 08/01/2013. The 'Action' dropdown menu is open, and 'End Employment' is selected. The form also displays department and location information, and financial balances.</p>
<p>Step 3: Read the messages regarding Unassignment and Vacancies.</p> <p>Step 4: Click OK to continue the End Employment process.</p>	 <p>The first message box says 'Note - Cannot be used in place of Unassignment' and has an 'OK' button. The second message box says 'This action will create a vacancy. Click OK to continue or Cancel to re-enter a new action. (20000,36)' and has 'OK' and 'Cancel' buttons.</p>

Step 5: Verify the information in the new row, and note that the Posn FTE has changed to 0.00.

ViewChange

Department 6987 Imagination Notes Fiscal Year 2014 SMT Help
 Location 110 Imagination K-8 General Fund Balance 0.500 Actions Glossary
 Employee 017595 Charles.Ray Title I Balance 0.090 Title IC Balance 0.000

Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assignment Title	Vacancy Status	Empl Status	Dept ID	Loc	Work Days	Posn FTE
07/01/2013	1	Baseline	Charles.Ray	017595	0	00006998	Teacher-K8 Gr 1 Spanish Imm		Active	6987	110	190	1.000
08/01/2013	2	End Employment	Charles.Ray	017595	0	00006998	Teacher-K8 Gr 1 Spanish Imm			6987	110	190	0.000

OK Cancel Apply

Step 6: Click OK to save the changes and return to the Staffing Summary page.

NOTE: If you click Cancel at this point, the End Employment Row will not be saved; however, the vacancy will have already been created and you will need to delete the vacancy.

NOTE: Using the End Employment action for a Limited Term employee will generally not create a vacancy.

Step 7: Note that the  next to the row has changed to a , indicating a change.

Also note that a new vacancy has been created for the position.

NOTE: A note attached to the vacancy will automatically be created and indicate the reason for the vacancy. For example, "Vacancy due to the End Employment of Mouse,Mickey." The note will be added under the name of the person who performed the action.

3		Banderas,Antonio	Teacher-K8 Gr 4 Spanish Imm	1.000	Active	07/01/2013		00000382	018830	0
4		Charles.Ray	Teacher-K8 Gr 1 Spanish Imm	08/01/2013		00006998	017595	0		
5		Christie,Agatha	Teacher-K8 Gr 2	1.000	Active	06/30/2014		00007000	005439	0
6		Curie,Marie	Principal-K8			07/01/2013		00003668	011362	0
7		Dali,Salvador	Teacher-K8 Gr 3 Spanish Imm	1.000	Active	07/01/2013		00010948	021101	0
8		Earheart,Amelia	Assistant Principal-K8			07/01/2013		00011010	015845	0
9		Einstein,Alfred	Teacher-K8 Gr 3-8 Science/Tech	1.000	Active	06/30/2014		00014011	017548	0
10		Fernandez,Rudy	Teacher-K8 Gr 2 Spanish Imm	1.000	Active	07/01/2013		00001169	003610	0
11		Ford,Harrison	Teacher-K8 Gr K-5 Art			06/30/2014		00006996	019753	0
12		Garland,Judy	Counselor-K8	1.000	Active	07/01/2013		00014865	004095	0
13		Goodall,Jane	Teacher-K8 PE	0.500	Active	07/01/2013		00007537	001347	0
14		Griffith,Joan	Teacher-K8 Gr 1	1.000	Active	06/30/2014		00007672	010767	0
15		Hayek,Salma	Teacher-K8 Gr 5 Spanish Imm	1.000	Active	06/30/2014		00002911	018021	0

← Vacant Positions

View / Change	Assignment Title	Vacancy Status	Total FTE	Effective Date	Position #	Name	Empl ID	Rcd #	Empl Status	Notes
1		Teacher-K8 Gr 5	Inactive	07/01/2013	00002453			0		
2		Principal-K8	Recruit	1.000	07/01/2013	00003668		0		
3		Teacher-K8 LA/Reading	Inactive	06/30/2014	00004914			0		
4		Tchr- Gr 7-8 Math/sci 3-8 tech		06/30/2014	00005736	Lindbergh,Charles	017548	0		
5		Tchr- Gr 7-8 Math/sci 3-8 tech	Inactive	06/30/2014	00005736			0		
6		Teacher-K8 Gr 1 Spanish Imm	Recruit	1.000	08/01/2013	00006998		0		
7		School Secretary-K8	Recruit	1.000	07/01/2013	00007022		0		

The action is complete!

You have now Ended Employment for an employee. If you do not want HR to recruit for this position as-is, you must take steps to Manage the Vacancy.