

Employee Automated off-boarding guide

Employee

1. Go into desktop dashboard

The screenshot shows a desktop dashboard with several sections:

- Left Sidebar:** Contains links for "Employee Termination Request" (highlighted in yellow), "Employee Termination Checklist", "EIS", and "Texas State Service".
- Top Middle:** "Approve an electronic Payroll Action Request" link.
- Employee Assistance:** A section with a person icon, text about "Alliance Work Partners" assistance, and a "Register for an AWP account" button.
- Employee Resources:** A section with a person icon, "Ask HR" information, and "Employee Retirement System" details.
- Bottom Middle:** "Employment Off-Boarding" section with a refresh icon and links for "Employee Termination Request", "Employee Starts Off-Boarding Process", and "Employee Termination Checklist".
- Top Right:** "Comp 1.0 Balance (Hrs): 20" and a note to contact the department for questions.

Select reason for leaving, then select “ADD”

The screenshot shows the "Employment Off-Boarding Rqst" form with the following fields and options:

- Left Sidebar:** "Email", "Message Center", "Cypress", "I-9 Form", "Privacy Elections", and "Self Service Help".
- Form Fields:** "Off-Boarding ID" (value: NEXT), "Transaction Type" (value: Voluntary Off-Boarding), "Action Reason Type" (dropdown menu with "Resignation" selected), "Company", and "Employee ID" (value: 10990475).
- Buttons:** "Find an Existing Value", "Add a New Value", and "Add".

Select Off-Boarding reason from drop down list

Employment Off-Boarding Request Form

Off-Boarding Header

Transaction Type: Voluntary Off-Boarding	Entered on: 08/02/2017
Company: UNT System Administration	Requestor Emplid: 10990475
Action Reason Type: Resignation	Request Status: Initiated
Off-Boarding ID: NEXT	Approval Date:
Requestor Name: Davis, James Kevin	Approval Status:
*Off-Boarding Reason: Conflict with Co-Workers	Approver Oprid:
PAR ID:	Checklist ID:

- Career Advancement Opportunity
- Conflict with Co-Workers
- Dissatisfied w/Work Arrangemnt
- Dissatisfied with Pay
- Dissatisfied with Supervision
- Family Reasons
- Health Reasons
- Military
- Pursue Education
- Relocation
- Resignation
- Transfer to Another State Agcy

Select the active job record that are leaving from, NOTE: If you have more than one active job record you must fill out an Off-Boarding request for each active Job Record

Then enter the Requested Last Day at Work or use the drop down calendar

Select Next

Employment Off-Boarding Request Form

Off-Boarding Header

Transaction Type: Voluntary Off-Boarding	Entered on: 08/02/2017
Company: UNT System Administration	Requestor Emplid: 10990475
Action Reason Type: Resignation	Request Status: Initiated
Off-Boarding ID: NEXT	Approval Date:
Requestor Name: Davis, James Kevin	Approval Status:
*Off-Boarding Reason: Conflict with Co-Workers	Approver Oprid:
PAR ID:	Checklist ID:

Employment Information

Employee ID: 10990475 Mr. James Davis

Select Job Record for Termination

Job Record	Position	Job Code	Job Description	Department	Department Description
0 00002458	1047	AVC Facilities Ping/Dev	952000	Sys Fac Dev-Gen	

Requested Last Day at Work:

Next >>

You can now either 1) save the request (to be edited at a later date) 2) save and submit the request or 3) cancel the request

Employment Information

Employee ID: 10990475 Mr. James Davis

Selected Off-Boarding Job Record

Job Record	Position	Job Code	Job Description	Department	Department Description
000002458		1047	AVC Facilities Ping/Dev	952000	Sys Fac Dev-Gen

Requested Last Day at Work: 08/16/2017

Requester Comments:
Comments area

1 characters remaining

Employee Off-Board WF Approval

Voluntary Employment Off-Boarding Request for :Davis,James Kevin:Initiated

Employee Voluntry Off_Boarding

Not Routed Bressler, Jennifer Susane Department Admin Approver	→	Not Routed Maguire, James M Supervisor/Manager Approver
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If you select Save and submit who will receive an email indicating that the request has been submitted.