TERMINATION

Whenever an employee voluntarily terminates or is involuntarily terminated, a Termination Transaction will need to be conducted.

*For Voluntary Terminations - Department should obtain a written resignation notice from an employee citing both the last day worked and the effective date. If the employee is hourly, check their time sheet to ensure all of the work hours have been inputted and approved **before** their employment ends.*

For Involuntary Terminations – Please work with Jenna Elmer to ensure policies and procedures are followed, and the official notice has been prepared and provided to the employee.

Process:
➢ UAccess
➢ Request MSS Transactions
➢ Request Employment/Job Change
➢ Termination
➢ Enter employee information
➢ Select either
  o End All University Employment, or
  o Select the job you want to terminate.
➢ Enter last day worked
➢ Select reason code

Attachments
• Voluntary - Resignation email or signed Resignation letter
• Involuntary – Notice letter sent to employee

Notes:
• Last day of work – make sure it matches the employee resignation letter/email
• Reason Code – if retirement, choose Retirement – Not Official WA Retirement
• Enter Forwarding Address (if the employee is moving)
• Email address – add a non-UA email address so exit survey can be sent
• Whenever doing a termination for a student/or anyone who is an on-call employee, the form will be different. There will be a little box that can be checked to override the date to the date the transaction is being done.

Resources:
• https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Termination_Guide.pdf