Create a Submittal Form for a Graduate Student Termination

Important Information

If job rows greater than the effective-dated job row selected in the Search Results exist, the job row selected and all rows with a greater effective date will display on the Job Data Changes page in descending order. Use the [ ] and [ ] arrows to navigate to the desired effective date.

If you need to carry a job data change forward to an existing job row greater than the effective date of the transaction, change the job rows by clicking Add Row [+], typing the same effective date, and increasing the effective sequence by “1”.

Navigation

Menu > Workforce Administration > Job Information > Submittal Form Pages > Job Data Changes

Find an Existing Value Page

1. Type the EmplID in the EmplID field.

Note: If the EmplID is unknown, enter the Campus ID (uniqname). Using EmplID or Campus ID reduces search time and retrieves data efficiently. If EmplID and Campus ID are unknown, enter a first name and last name (or partial first name and full last name) and the Admin DeptID (if known).

2. Click Search.
Find an Existing Value Page (cont).

3. Click the job row with the greatest effective date that is less than or equal to the termination effective date.

**Note:** Evaluate the data in each of the columns before you select a row.
**Job Data Changes Page**

<table>
<thead>
<tr>
<th>Job Data Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patra,Lynn W</strong></td>
</tr>
<tr>
<td>Admin Contact:</td>
</tr>
</tbody>
</table>

**Work Location**
- Employee Status: Active
- Effective Date: 09/1/2012
- Eff Seq: 0
- Job Indicator: Primary
- Action/Reason: Pay Rch Chg
- Action Date: 08/02/2012
- Department: 450000
- School of Kiniasology
- Department Contact: Pstran,Elise
- Supervisor ID: PSTRAN

**Job Information**
- Job Code: 205400
- Job Title: GRAD STUS ASST
- Entry Date: 01/01/2012
- Reg/Temp: Regular
- Classified Indicator: Regular
- Standard Hours: 20.00
- FLSA Status: E
- FTE: 0.500000

**Payroll**
- Pay Group: MD8
- Employee Type: S

**Compensation**
- Comp Rate: 2,797.25
- Frequency: M
- Hourly: 26.30
- Daily: 105.20
- Biweekly: 1,051.95
- Monthly: 2,797.25
- Annual: 33,051.00
- Job/Career Family: Graduate Student Research Asst
- Sal Plan/Kernel: Graduate Student Research Asst

**UI Job Data**
- App Stt Date: 01/01/2012
- App End Date: 12/31/2012
- FTE: 18,234.00
- App Period: Term
- Unit PCR: Unit PCR
- Tenure Status: N/A
- Tenure Granted Date: N/A

**Job Data Comments**

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4. Insert a new row by clicking **Add Row**.

Refer to the Important Information section at the beginning of this document regarding effective-dated job rows.
Job Data Changes Page (cont.)

5. Type the effective date of the termination or select a date from the Calendar in the Effective Date field.

Note: The Effective Date is the day after the last day employed, end of recall rights, or leave of absence end date.

6. Verify that the value in the Eff Seq field is correct, adjust if necessary.

Note: An effective sequence greater than 0 means that more than one change has become effective on the same day.

7. Enter job data comments in the Job Data Comments field.

Note: Use the Job Data Comments field to communicate with the Central Office regarding the business transaction.

For example: Graduate Student Termination effective 12/30/2012, last day employed 12/29/2012.

8. Click Save.

9. Click the Submittal Form link.
10. Review the Submittal Form for accuracy.

11. Choose **Print** from the File menu in the browser’s toolbar to print the Submittal Form.

12. Obtain proper unit signatures prior to submitting to the appropriate central HR office.

**Note:** Verify all pages of the Submittal Form are printed and included in the submission to Human Resources.