Modify a Termination Workflow Transaction – Step-by-Step Procedure

Important Information

- The termination workflow transaction Creator can use the Find Termination Workflow Transaction page to revise transactions that have a Transaction Status of Draft or Denied.
- M-Pathways purges termination workflow transactions with a Transaction Status of Draft after 48 business hours.
- A workflow transaction must be initiated and approved by all unit approvers by the HRRIS cutoff in order to assure processing by the related payroll cutoff.
- If the Rehire status is Restricted Rehire or No Rehire, comments are required. “See termination letter” or “See personnel file” are not acceptable. Use these guidelines for comments:
  - For Restricted Rehire: Comments must explain what issues the employee had in the position and what type of position the employee may be able to perform successfully.
  - For No Rehire: Comments must explain the specific reason(s) the employee was not successful in the position and is being terminated or discharged.
- To modify a termination workflow transaction that has already been approved and displays in the system, use the Create a Termination Workflow Transaction to process.
- A termination workflow transaction cannot be used to cancel a termination. A Job Data Submittal Form must be used.
- Refer to the Termination SPG for specific procedures.

Navigation

Main Menu > Workforce Administration > Job Information > Submittal Form Pages > Find Termination Workflow

Find Termination Workflow Transaction 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. You can also search by entering Transaction Status and Creator Campus ID.

2. Click [Search]
Find Termination Workflow Transaction

3. Review the search results.

4. Click the appropriate link in the Name column.

Find Termination Workflow Transaction Page

5. Review, and if applicable, make changes to the information in the Job Information group box.

Note: Termination Reason definitions can be found in the Managers’ Toolkit.

6. Review, and if applicable, make changes to the information in the Recommended For Rehire group box.

Note: Comments need to contain the current date, the name of the person who made the rehire decision, and your name. For further information, see Important Information on Page 1 of this document.

7. Review, and if applicable, make changes to the information in the Name, Location and Phone Number of New Employer group box.
Approvers

- Approvers review/approve the termination workflow transaction in the exact sequence order that you provide.
- Every Approver must approve the termination workflow transaction before it can be posted to the employee’s record.
- You must have the proper M-Pathways role in order to be listed as an Approver (eligible employees are listed using the Lookup).
- There is a limit of 10 Approvers per termination workflow transaction.
- If an employee has another appointment outside of your department, the appropriate Approver from that department must be added to the termination Transaction Approvers group box.
- If the transaction requires approval from Dearborn Campus, Flint Campus, Graduate Medical Education, Health System HR Consultant, Staff HR, or Temporary Staffing Services, Creators can find the appropriate Approver by selecting the proper area from the Approver(s) drop-down list and EmplID.
8. Review the Termination Transaction Approvers group box.

9. If applicable, click Insert \( \text{+} \) in the Termination Transaction Approvers group box and enter the new Seq #, Approver(s) and EmplID.

Note:

- If the transaction requires Staff HR, Health System HR Consultant, Dearborn, Flint, Graduate Medical Education, or TSS approval, select the appropriate value from the drop-down list.
- If the transaction requires Staff HR or Health System HR Consultant approval, Creators can find the appropriate approver by clicking the respective links.
- If Staff HR, Health System HR Consultant, or Temporary Staffing Services Approvers are required, list the appropriate Approver last with the highest sequence number.
- Some scenarios require HRRIS approval. This approval group is automatically assigned as the last Approver when these scenarios exist.

10. If applicable, click Delete \( \text{-} \) in the Termination Transaction Approvers group box to remove an Approver.
The **Termination Transaction Notification** group box gives you the ability to notify selected individuals (who are not listed as Approvers) when the final approval for the transaction has taken place.

11. If applicable, type the appropriate value in the **Seq#** field.

12. If applicable, type the Approver’s eight-digit EmplID number or select a value from the **Lookup** in the **EmplID** field.

13. Review, and if applicable, make changes to the **COMMENTS** section.

**Note:** Appropriate comments are required for transactions. All comments are retained for reference.

14. Click **Save & Submit**

**Note:** This action changes the Termination Workflow Transaction Status to Pending, and sends an e-mail to the first Approver.

**OR**

15. Click **Save as Draft**