Employee Action Form:

Retirement or Termination

Navigation
Main Menu>Manager Self Service>URI Action Forms>Employee Action Form

Once you’re on the Employee Action Form page, you have two options:

1. Find an Existing Value – Search for a form previously created in your department.
2. Add a New Value – Open a new form to initiate an employee Retirement or Termination.

Click on Add a New Value. Choose Termination from the drop-down menu and then click the button.
The following will appear:

Required Fields for Retirement Termination Form

Employee Information:
- Empl ID: Enter the employee ID #.
- Effective date of termination or retirement
- Code: Choose the termination or retirement action from the drop down-menu.
- Reason/Remarks field, if necessary
- Forwarding address, if necessary

Once all the required information has been entered, the following actions can be done:
- Submit sends the form to the first approver on the workflow list and begins the approval process.
- Save allows you to save the form without submitting it.
- Print lets you print the form as it currently appears on your screen.
- Attach enables you to attach a document to the form.
- Cancel cancels the form without saving anything.
Form Approval Workflow and Tracking

After the form has been submitted by the department originator, it can be tracked through the system. To do this, follow these steps:

- Navigation >Main Menu>Manager Self Service>URI Action Forms>Employee Data Action Form
- Under **Find an Existing Value**, Click the **Search** button.
- Click on the form from the list that comes up:

At the bottom of the form, under **Approvals**, you will find the date/time and names of those who have approved this form.
Click on the **Workflow Map** to see where the form is currently awaiting approval:

The Workflow Map shows in which office the form is located and the status of the form. The department/office information is displayed in the **Department** and **Description2** columns. On the right under **State**, all approval actions for this form are displayed, as well as the date and time the action was completed.

**Status Descriptions:**

**DONE:** The form has been approved by this person and has proceeded to the next approver.

**SKIP:** Signifies an approver for the department has already approved the form, thereby skipping this approver.

**CURR:** This is the office in which the form is currently awaiting approval.

**WAIT:** The form has not yet reached the offices where this status appears.