

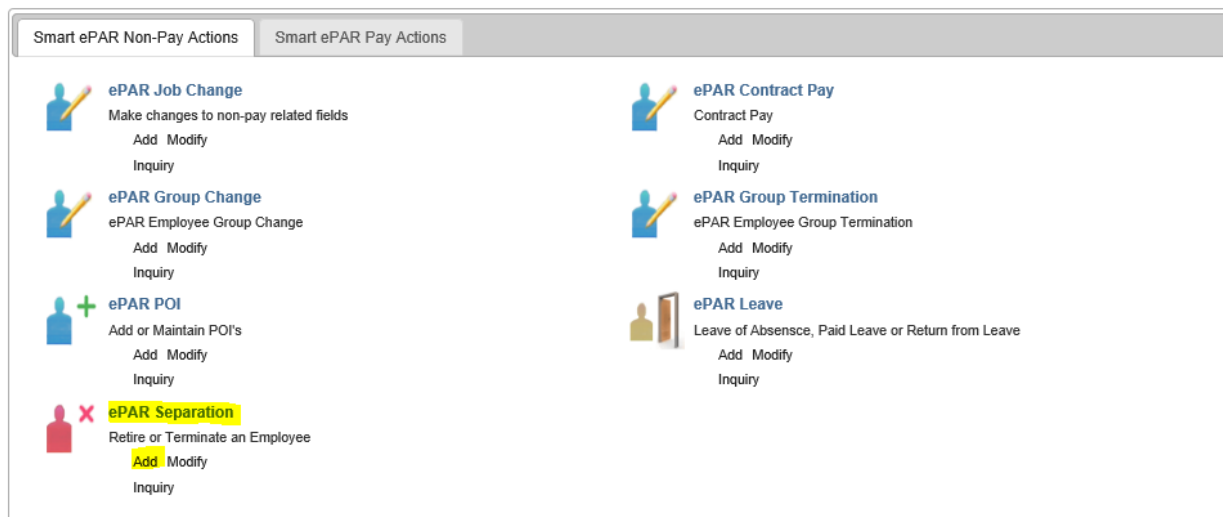
Human Capital Management: Step-by-Step Guide

Creating a Step-by-Step Procedure – SMART Forms – Terminations

How to terminate an employee using SMART Forms:


1. Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection
2. Select the “Smart ePAR Non-Pay Actions” Tab.
3. Select “Add” under ePAR Separation.

Document Collection



The screenshot shows the 'Document Collection' interface with two tabs: 'Smart ePAR Non-Pay Actions' and 'Smart ePAR Pay Actions'. Under the 'Smart ePAR Non-Pay Actions' tab, several actions are listed:

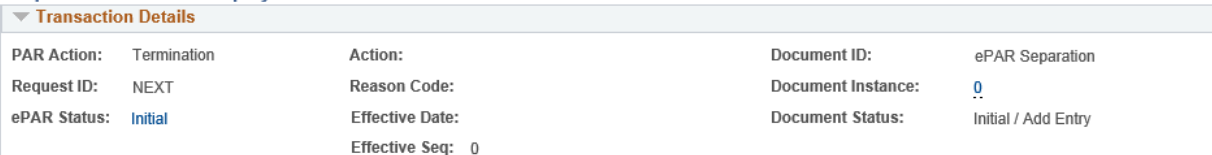
- ePAR Job Change**: Make changes to non-pay related fields. Options: Add, Modify, Inquiry.
- ePAR Group Change**: ePAR Employee Group Change. Options: Add, Modify, Inquiry.
- ePAR POI**: Add or Maintain POI's. Options: Add, Modify, Inquiry.
- ePAR Separation** (highlighted): Retire or Terminate an Employee. Options: Add, Modify, Inquiry.
- ePAR Contract Pay**: Contract Pay. Options: Add, Modify, Inquiry.
- ePAR Group Termination**: ePAR Employee Group Termination. Options: Add, Modify, Inquiry.
- ePAR Leave**: Leave of Absence, Paid Leave or Return from Leave. Options: Add, Modify, Inquiry.

4. Enter the Employee ID or Name and click the  button.



Create ePAR Separation Request

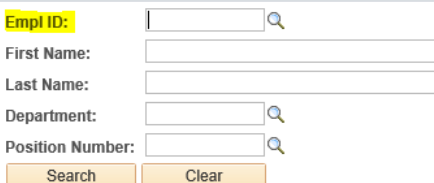
Step 1 of 3: ePAR - Employee Selection



The 'Transaction Details' section contains the following information:

PAR Action:	Termination	Action:		Document ID:	ePAR Separation
Request ID:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:		Document Status:	Initial / Add Entry
		Effective Seq:	0		

Search Criteria



The 'Search Criteria' section contains the following fields:

- Empl ID:**
- First Name:**
- Last Name:**
- Department:**
- Position Number:**
- Search** button
- Clear** button

5. Select the Employee in the “Search Results” and click the  button.

Search Results										First 1 of 1 Last	
	Empl ID	First Name	Last Name	Empl Record	Position Number	Description	Department	Description	Job Code	Description	
<input checked="" type="checkbox"/>						Professional Research Asst	10080	Coop Inst Res/Envrm Sci - Dir	1310	Professional Research Asst	



6. Complete all the required fields marked by an (*). Action of “Termination” will default. Select Reason from the dropdown list. Enter any comments.



Create ePAR Separation Request

Step 2 of 3: ePAR - Action/Reason

Transaction Details			
PAR Action:	Termination	Action:	Termination
Request ID:	NEXT	Reason Code:	
ePAR Status:	Initial	Effective Date:	09/01/2015
		Effective Seq:	0
Document ID:	ePAR Separation		
Document Instance:	0		
Document Status:	Initial / Add Entry		
Employee Details			
Name:		Empl ID:	
Profile Type:		Profile ID:	
Empl Rcd:	0		
Last Personnel Action:			
Last Transaction Date:			
Action/Reason Selection			
*Action:	Termination	*Reason:	
Old Effective Date:	07/01/2015	Old Effective Sequence:	0
*Effective Date:		Effective Sequence:	0
Fiscal Year:			
Comments:			





7. Click the  button.

8. Add any further comments, check the Certification box and click on the Confirm button.



Create ePAR Separation Request

Step 3 of 3: ePAR Terminate Confirmation



Entered By:	Entered On:	Document Status: Initial
Updated By:	Updated On:	Sub Status: Add Entry

[Additional Info](#)

ePAR Terminate Confirmation.

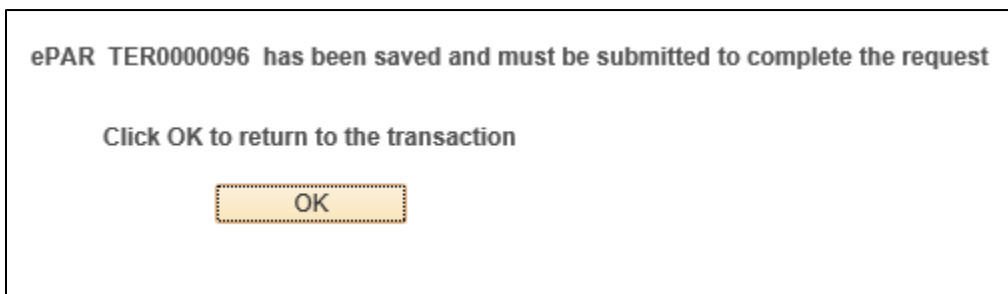
Comments:

☒ I certify that the information provided is complete and accurate to the best of my knowledge

Confirm

Previous

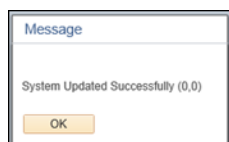
9. You will receive this message with your ePAR Termination number. Click OK.



10. Click "Submit" for Approval.



Then click "OK"



11. Then click “OK” again to bring you back to your transaction page. It will be in Display Only view mode.



▼ Approval Map

ePARApproval

▼ Request ID= [REDACTED]:Approved

Path 1