

How to use the “Decentralized Termination” screen to terminate an employee at your work location.

Please follow all steps (1 – 13) for a successful transaction.

MDCPS Overview - SAP NetWeaver Portal - Windows Internet Explorer

https://erpportal.dadeschools.net/lrj/portal

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MDCPS Overview - SAP NetWeaver Portal

1 - Click on the "Human Resources" Tab


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MDCPS Overview | History

2 - Click on "Decentralized Termination"

 [Decentralized Termination](#)
Work Locations can terminate assignments.

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Decentralized Termination - SAP NetWeaver Portal - Windows Internet Explorer

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Decentralized Termination of the employees

Menu | Save As Variant... | Back | Exit | Cancel | System | **Execute** | Selection Fields | Dynamic Selections

Period
Reporting Period: Today

Selection Criteria

Person ID		↕
Personnel Number		↕
Action Type		↕
Reason for Action		↕
Employment Status	3	↕
Personnel area		↕
Personnel subarea		↕
Employee group		
Employee subgroup		
Business Area		
Cost Center	1XXXX00	
Organizational unit		↕
Position		↕
Job		↕

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4 - Click "Execute"

3 - Make sure your cost center is listed.

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Decentralized Termination of the employees

Menu | Back | Exit | Cancel | System | Terminate Assignment(s) | Details | Select All | Deselect All | Sort in Ascending Order | Sort in Descending Order | Set Filter | Print Preview | Change Layout... | More...

Personnel Assignment	Employee Name	Employee Group	Personnel Area	Employee Subgroup
XXXXXX	EMPLOYEE NAME WILL BE DISPLAYED HERE	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Student Services	FT Salary
		Reg/Perm Employee	NIS UTD Gen Clerical & Sec	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	NIS UTD Gen Clerical & Sec	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD School Support	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Student Services	FT Salary

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5 - Scroll down until the appropriate Employee Number, Employee Name, Employee Group, Personnel Area, and Employee Subgroup, is correct for the termination you would like to process...

You can sort the columns by ascending/ descending order if needed

Decentralized Termination of the employees

Personnel Assignment	Employee Name	Employee Group	Personnel Area	Employee Subgroup
XXXXXX	EMPLOYEE NAME WILL BE LISTED HERE	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Student Services	FT Salary
		Reg/Perm Employee	NIS UTD Gen Clerical & Secr	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	NIS UTD Gen Clerical & Secr	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD School Support	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
		Reg/Perm Employee	INS UTD Student Services	FT Salary

7 - Click "Terminate Assignment(s)"

6 - Select the appropriate row (the selected row will turn orange)

 Please note: Make sure the "Personnel No." is the correct number that will be terminated.

 You can also select multiple "Personnel Assignments" to terminate; make sure the personnel numbers you will be terminating are correct.

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Decentralized Termination History

Decentralized Termination of the employees

Menu Back Exit Cancel System Terminate Assignment(s) Details Select All Deselect All Sort in Ascending Order Sort in Descending Order Set Filter Print Preview Change Layout... More...

Reason and Date of termination

Reason and Date

XX/XX/XXXX

Resigned-Personal

Employee Subgroup

ary

ary

ary

ary

ary

ary

ary

ary

ary

ary

Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
Reg/Perm Employee	NIS UTD Gen Clerical & Secr	FT Salary
Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
Reg/Perm Employee	INS UTD School Support	FT Salary
Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
Reg/Perm Employee	INS UTD Pre-K-12	FT Salary
Reg/Perm Employee	INS UTD Student Services	FT Salary

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11 - Click on the "Execute" button



Decentralized Termination

Decentralized Termination of the employees

Menu Back Exit Cancel System Terminate Assignment(s) Details Select All Deselect All Sort in Ascending Order Sort in Descending Order Set Filter Print Preview Change Layout...

Create Vacancy

S 53102204 SKILLED CLERICAL 10M

Create on 02/16/2011

Yes No Cancel

Employee Group	Personnel Area	Employee Subgroup
Temporary	NIS Non-Represented	Hourly
Reg/Perm Employ/PPT	INS UTD Vocational	FT Salary
Reg/Perm Employ/PPT	NIS UTD School Support	FT Salary
Temporary	NIS AFSCME Food Services	PT Hourly
Temporary	NIS Non-Represented	PT Salary
Temporary	NIS UTD School Support	PT Hourly
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS UTD Paraprofessionals	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Custodial	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Food Services	PT Hourly
Reg/Perm Employ/PPT	INS UTD Vocational	FT Salary
Reg/Perm Employ/PPT	NIS UTD School Support	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Custodial	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Custodial	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	INS UTD Vocational	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Food Services	PT Hourly
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	INS UTD School Support	FT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Custodial	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Food Services	PT Hourly
Temporary	INS UTD PT Hourly Teachers	Hourly
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Temporary	NIS Non-Represented	PT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Custodial	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Food Services	PT Hourly
Temporary	NIS AFSCME Custodial	PT Hourly
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Temporary	NIS Non-Represented	PT Salary
Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary
Reg/Perm Employ/PPT	NIS AFSCME Custodial	FT Salary
Temporary	Admin MEP School Based	PT Hourly
Reg/Perm Employ/PPT	Admin MEP School Based	FT Salary

12 - Select "Yes" or "No" if a vacancy for the position is needed.

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Decentralized Termination - SAP NetWeaver Portal

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Menu

Decentralized Termination of the employees

Success Log

Item #	Assignment #	Last Date	Reason Code	Message
1	xxxxxxx	08/17/2010	01	Employee record updated.Vacancy for position 53020327 posted.

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13 - Double-check the success log - if termination is done incorrectly, there will be an error message

***The employee number/personnel number will be listed here