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.

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			-		
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	ET Sa Tary		
	Reg/Perm Employee	INS UTD Student Services	FT Salary		
	Reg/Perm Employee	NIS UTD Gen Clerical & Sec	er FT Salary		
	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
5 - Scroll down until the appropriate Employee	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
Number, Employee Name, Employee Group	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
Rumber, Employee Name, Employee Oroup,	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
Personnel Area, and Employee Subgroup, is	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
correct for the termination you would like to	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
process	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
piocess	Reg/Perm Employee	NIS UTD Gen Clerical & Sec	r FT Salary		
*****	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
You can sort the columns by ascending/	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
descending order if needed	Reg/Perm Employee	INS UTD School Support	FT Salary		
	Reg/Perm Employee	INS UTD Pre-K-12	FT Salary		
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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 & Se	cr FT Salary	1	
	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		
6 - Select the appropriate row (the selected	eg/Perm Employee	INS UTD Pre-K-12	FT Salary	1	
row will turn orange)	eg/Perm Employee	INS UTD Pre-K-12	FT Salary		
	eg/Perm Employee	INS UTD Pre-K-12	FT Salary		
	eg/Perm Employee	INS UTD Pre-K-12	FT Salary	1	
Please note: Make sure the "Personnel No."	eg/Perm Employee	INS UTD Pre-K-12	FT Salary		
lis the correct number that will be terminated	eg/Perm Employee	NIS UTD Gen Clerical & Se	ecr FT Salary	1	
	eg/Perm Employee	INS UTD Pre-K-12	FT Salary		
	eg/Perm Employee	INS UTD Pre-K-12	FT Salary		
You can also select multiple "Personnel	eg/Perm Employee	INS UTD School Support	FT Salary		
Assignments" to terminate: make sure the	.eg/Perm Employee	INS UTD Pre-K-12	FT Salary		
notignition to terminate, make care the	eg/Perm Employee	INS UTD Pre-K-12	FT Salary		
personnel numbers you will be terminating an	ea/Perm Employee	INS UTD Student Services	FT Salary		
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	Reg/Perm Employee	NIS UTD Gen Clerical & Secr	FT Salary	
	Reg/Perm Employee	INS UTD Pre-K-12	F I Salary	
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	Reg/Perm Employee	INSUID Pre-K-12	FT Salary FT Salary	
	Reg/Perm Employee	INS UTD Student Services	ET Salary	•
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	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	
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Create vacancy		Temporary	NIS Non-Represented	Hourly	
53102204 SKILLED CLERICAL 10M		Reg/Perm Employ/PPT	INS UTD Vocational	FT Salary	
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ate on 02/16/2011		PT	NIS AFSCME Food Services	PT Hourly	
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Select "Yes" or I		Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary	
16		Reg/Perm Employ/PP1	NIS AFSCME Food Services	PTHOURIN	
If a vacancy		Reg/Perm Employ/PPT	INS UTD vocational	FT Salary	
he position is		Reg/Perm Employ/PPT	INIS OTD School Support	FT Salary	
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ded.		Reg/Perm Employ/PPT	NIS AESCME Custodial	FT Salary	
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		Temporary	NIS AESCME Custodial	PT Hourly	
		Reg/Perm Employ/PPT	INS UTD Pre-K-12	FT Salary	
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Item # Assignment # Last Date Reason Code Me	ssage	
1 XXXXXXX 08/17/2010 01 Em	ployee record updated.Vacancy for position 53020327 posted.	
***The employee		
number/personnel		
number will be		
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