

Includes resignations, retirements, reduction in force, disability separation, and involuntary terminations.



3 Fill-in Department info and Choose **Terminate 4** Complete **Termination Detail**

	The Ohio State University D Office of the Chief Information Officer	Supply as much information as possible.
Complete	Home Search Preferences	* Denotes required fields.
	New HR Action Request	HR Action - Terminate
	Supervisor Contact Information	NBA# TBD Request Status NEW Last Updated Last Updated By * Denotes Required Field
	Employee / OSU ID Name (Last,First)	Supervisor Contact Information
Required	* Supervisor Please Enter or Lookup D Lookup	Employee / OSUID Name (Last,First) Approvers For Home Dept
	* Home Department	* Supervisor 01234567 Gee, E. Gordon Lookup Gee, E. Gordon (First)
Fields	Phone	* Home Department 43500 Approvers/Home Dept Search Steinmetz, Joseph (*****)
	Email	Phone 514.202-5445
	* What Would You Like To Do?	Perre ances
Choose Terminate		Is this request for multiple employees?
choose reminate	Person Actions:	Employee / So to maine (Last-mar) Please Enter or Lookup D Lookup
	C Hire	* Last Day of Work
	Pay Additional Compensation	* Reason For Termination Choose
	Change Rate of Pay	Information in this request is viewable and subject to discosure under the Ohio public records statute and rules of discovery.
	Change Funding Source	Additional Information (Forwarding contact information, etc.)
	Change Number of Hours Worked Per Week	
	Update Job Duties/Responsibilities	
	Change Other Employee Data	a voor sommer voor normaante
	Position Actions:	Attachments - Please attach any required documentation. (e.g. resignation letter; reduction in force document, retirement letter)
	Fill Existing Position	
	Create new Position	4 Add
	Anything Lise:	
	Utiler Utiler	
Click Next	Next	Actions
		Save For Later Save and Continue



5 Supply Additional Information	6 Attach Required Documents if applicable
Provide additional information if needed to accompany the HRA request for future review, approval and processing, i.e. employee forwarding address	Attachments required for Termination: Regular/Term/Temp Appointments= Resignation or Retirement Letter Undergrad Students= N/A Graduate Students= Explanation if early termination Involuntary/RIF/ Disability= Pre-approved OHR RIF documentation and letter to employee Attachments - Please attach a Letter of Offer (if applicable) and other documentation Implicable) and other documentation Attachments - Please attach a Letter of Offer (if applicable) and other documentation You can only delete documents that you have added.

7 Choose SAVE AND CONTINUE to Review 8 Choose SUBMIT

Actions Save For Later Save and Continue Once you have clicked SAVE AND CONTINUE an HRA number is assigned. The HRA number can be used in	Actions Back Submit
a search for future review and status updates. HR Action - Terminate - Preview • Terminate Request saved, but will NOT be submitted until you click the "Submit" button below.	Voluntary resignation and retirement HRAs automati- cally route to the HR Service Center for processing; no approval workflow.
InRA# Request Status Last Updated Last Updated By Pret (PDF) Pret (PTIL) 1155 NEW 11/21/2011 Your Name Here Your Name Here	ity separation HRAs route to pre-determined approvers within your department.