Review and Approve/Deny a Termination Workflow Transaction –
Step-by-Step Procedure

Important Information

- Approvers can use the Find Termination Transaction page to view and approve/deny termination workflow transactions.
- Approvers review/approve the termination workflow transaction in the exact sequence order set up by the workflow transaction Creator.
- It is important to reply to the approval request in a timely manner to ensure the termination workflow transaction continues to the next step in the process.
- If an Approver denies a termination workflow transaction, the Creator can make necessary changes and repeat the approval process.
- Both the termination workflow transaction Creator and Approvers can view the transaction on the Find Termination Workflow Transaction page after it has been posted to an employee’s record.
- Transactions may be delayed if corresponding documentation is not available.
- A workflow transaction must be initiated and approved by all unit approvers by the HRRIS cutoff in order to assure processing by the related payroll cutoff.
- Employees with current Additional Pay are processed with the following perimeters:
  - Processed timely (today’s date < payroll confirm date in which the termination date falls in):
    - If the End Date is open ended or has an End Date greater than today’s date, and the Additional Pay Effective Date is before today’s date, then the Earnings End Date is updated to the last day of the pay period prior to the termination date.
    - If the Effective Date of the Additional Pay is after the month the employee is terminated, the Additional Pay row is deleted.
    - If the Effective Date of the Additional Pay is after today’s date, then the Earnings End Date is updated to the end of the pay period for which the termination date falls.
  - NOT processed timely (today’s date >= payroll confirm date in which the termination date falls in)
- If the End Date is open ended or has an End Date greater than today’s date, no additional pays are updated.
- Refer to the Termination SPG for specific procedures.
- If the Rehire status is Restricted Rehire or No Rehire, comments are required. “See termination letter” or “See personnel file” are not acceptable. Use these guidelines for comments:
  - For Restricted Rehire: Comments must explain what issues the employee had in the position and what type of position the employee may be able to perform successfully.
  - For No Rehire: Comments must explain the specific reason(s) the employee was not successful in the position and is being terminated or discharged.
- If the Rehire Status is Restricted or No Rehire, a letter must be scanned into ImageNow prior to the termination workflow transaction being started. The WebNow link in the Job Summary section can be used to view this letter.
Note: An automated e-mail is sent to each Approver.

1. Review the termination workflow transaction details provided in the e-mail.
2. Click the link at the bottom of the e-mail to start the approval process.

Note: Clicking the link opens a new browser window/tab.
3. If applicable, login to M-Pathways.

**Note:** Approvers can also access the Pending Approvals page using navigation:

*Main Menu > Workforce Administration > Job Information > Submittal Form Pages > Pending Approvals*

**Pending Approvals Page**

4. Click the appropriate **Subject** link from the **Pending Approvals** group box to review the termination workflow transaction details.
5. To review additional information, click the **Job Summary (cont)** tab or (Show all columns).

**Note:** The selected employment records display information as of the last day employed. The employment records not selected display information as of today.

6. Click **Termination Checklist Review Required**.

7. Click **WebNow** to review any required discharge documents.

8. Review the information in the **Job Information** group box.

**Note:** The **Future Addl Pay rows?** checkbox indicates that there are Additional Pay Earnings Codes that may be ended through this process. See Important Information above.

9. Review the information in the **Recommended for Rehire** group box.

10. Review, and if applicable, make changes to the information in the **COMMENTS** field.

**Note:**
- Comments need to contain the current date, the name of the person who made the rehire decision, and your name. For further information, see Important Information on Page 1 of this document.
- Central UHR Approvers or Unit HR Approvers may change text in the Comments field. If this occurs, the Approver must notify the transaction Creator and previous Approvers via an e-mail or phone conversation.
11. If applicable, review the information in the Name, Location and Phone Number of New Employer group box.

12. Review the APPROVERS section of the Find Termination Workflow Transaction page.

13. Review Termination Workflow Comments field.

14. Click Approvals.

15. Review the Termination Transaction Approvals group box.

16. If applicable, click Insert Approver to add additional Termination Transaction Approvers.

**Note:**
- The final Approver cannot add additional Approvers.
- All users can view the Route to Approvers and the associated status.

17. Type comments in the Comments field.

18. Click Approve or Deny.
Note: If you are the Creator and first Approver for termination workflow transaction(s), you can approve multiple termination workflow transactions by following these steps:

1. Turn on the appropriate check box in the **Creator** column.
2. Select **Approve** or **Deny** from the drop-down list.
3. Click **Go** to complete the approval process.