

Tufts Support Services

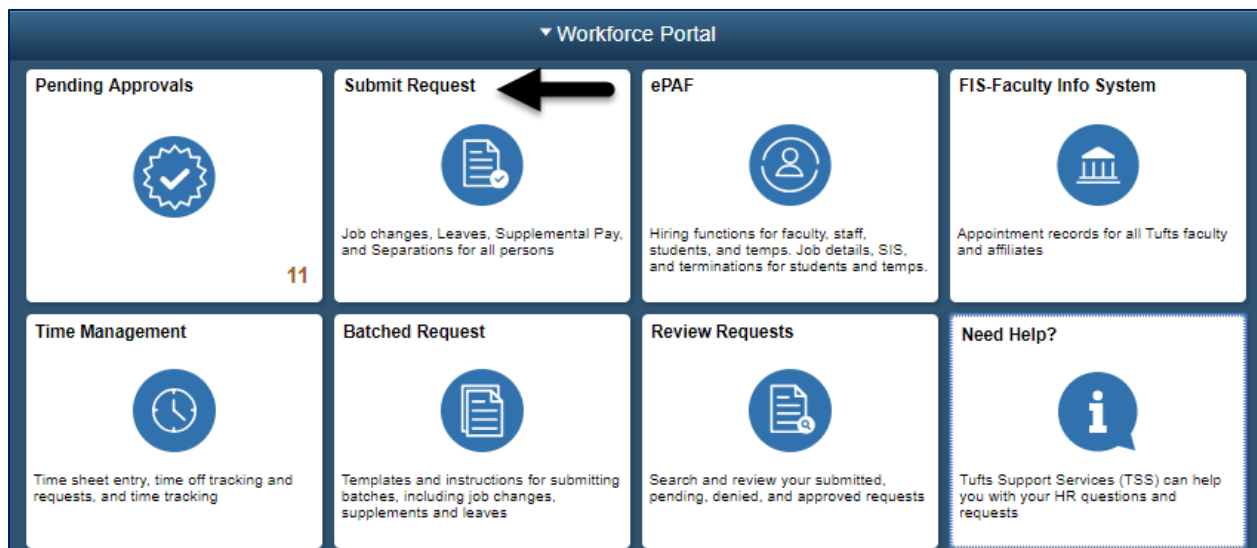
Job Aid for Voluntary Separation

Description

- This job aid is intended to guide you through the online process for a voluntary separation transaction that is initiated by an approved submitter.
- Note that if you work in a Department, you will only be able to submit Voluntary Separations. Involuntary Separations and Layoffs can only be requested by HR Business Partners except if it is a FACULTY Contract Expiration or End of Limited Term, which can be processed by contacting TSS with the details of the request. Otherwise, for Involuntary Terms, please get in touch with your Business Partner to discuss these requests.

Key Steps/Activities to be performed

1. The Approved Submitter Logs into PeopleSoft and clicks on the submit request tile from their landing page.



2. Submitter selects the Separation - Voluntary link that will begin the transaction which opens a window to allow the submitter to search for an employee.

Overview

- Transfer to Job**
Move a person from one job to another. Use ePAF if you want to add a job for a person.
- Change to Job**
Update a person's department, supervisor, location, title, pay, FTE/hours, labor distribution, and/or timekeep.
- Pay Change**
Update a person's pay pay rate - either semi-monthly or hourly.
- Separation - Involuntary**
Including Job Abandonment, Job Protection Expired, Not Legal Eligible to Work, Contract Expiration, End of Limited Appointment, Death, and Other Reasons
- Separation - Voluntary** ←
Including Accepted Other Employment, Relocation, Resignation, Return to School, or Retired.
- Make Timekeeper**
Authorize an employee as a Timekeeper and designate Timekeeps for the Timekeeper.
- Supplemental Pay**
One-time and periodic payments of many types for all Tufts employees.
- Leave of Absence**
Including Academic Leave, Non-Academic Leave, Summer Leave, Semester Leave, Extend Leave, and Return Leave.

Name
to the officially recorded name or gender of a person.

javascript:submitAction_win0(document.win0,'TFTH_SUB_SEQ_WK_LINK');

3. You can search for the employee by name, employee id, position number or department.

Submit Requests **Separation - Voluntary**

Search Options

Search for Employees, Faculty, POI's or Students

4. Based on the search criteria, a list of employees will appear that the submitter has security access to. In the example below, the search was for "Smith" and returned 80 rows.

Submit Requests **Separation - Voluntary**

Search Options

Search for Employees, Faculty, POI's or Students

Monika Bankowski

Select Employee 80 rows

Name / Title / ID - Record	Directs / Total	Status / Type
Smith Lecturer		Active Employee
Smith Affiliate		Active Contingent Worker
Smith Tufts Hourly Student Job		Active Employee

5. After selecting Smith from the list, the submitter will fill in the information below.
 - a. Transaction Date – This is the first day the person will not come to work. (Note: It is not the last day worked) If you are late in submitting the transaction, please contact TSS.
 - b. Reason – The submitter will be provided with a drop-down list of action reason to choose from. In our example we have chosen “Relocation”

When completed the user will click on the NEXT button.

Exit **Separation - Voluntary**

Smith
Postdoctoral Scholar

1 Job Detail 2 Review & Submit

Work and Job Information

*Transaction Date

*Reason

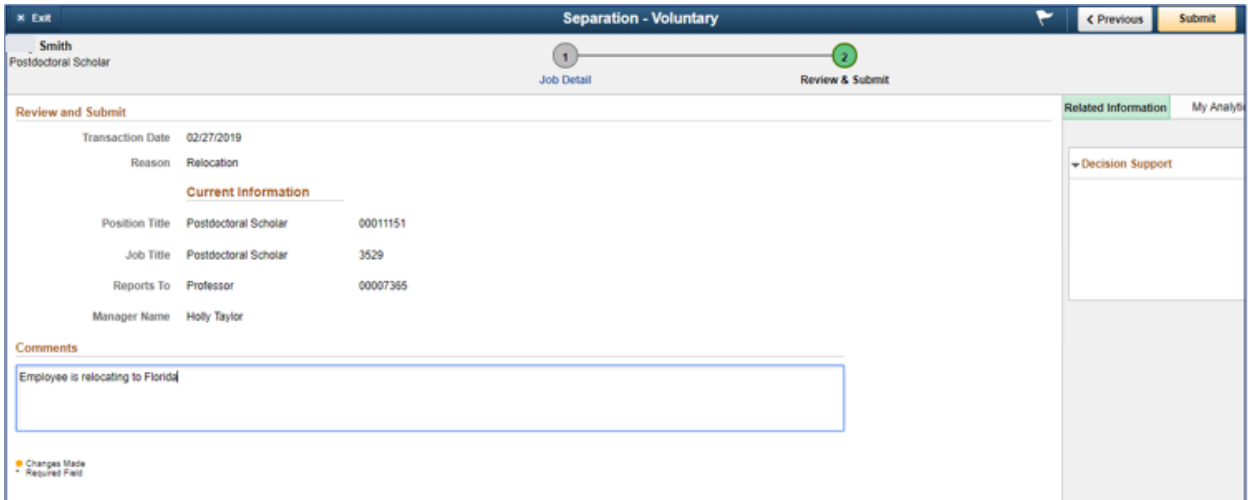
Current Information

Position Title	Postdoctoral Scholar	00011151
Job Title	Postdoctoral Scholar	3529
Reports To	Professor	00007365
Manager Name	Holly Taylor	

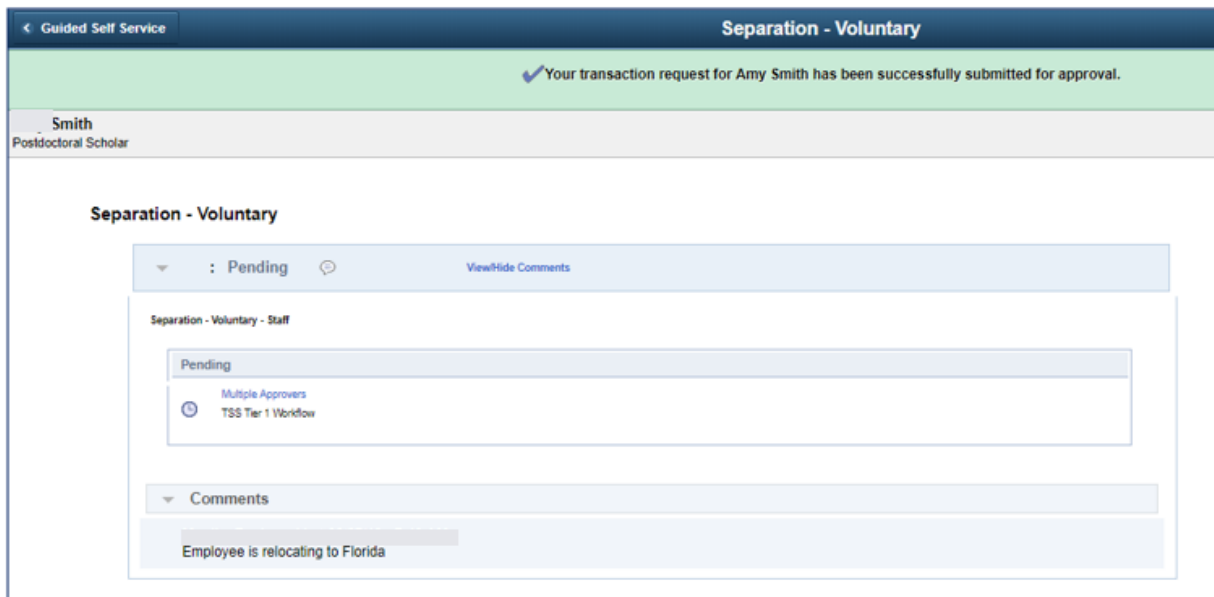
● Changes Made
● Required Field

6. The submitter will have a chance to review the changes that were made and add comments that they can reference in the future and will be included in the workflow transaction. After reviewing

the transaction, the submitter will click on the submit button.



- After the transaction is submitted, the submitter will receive a message that the transaction was submitted for approval. They can also view the approval workflow chain with a pending status.

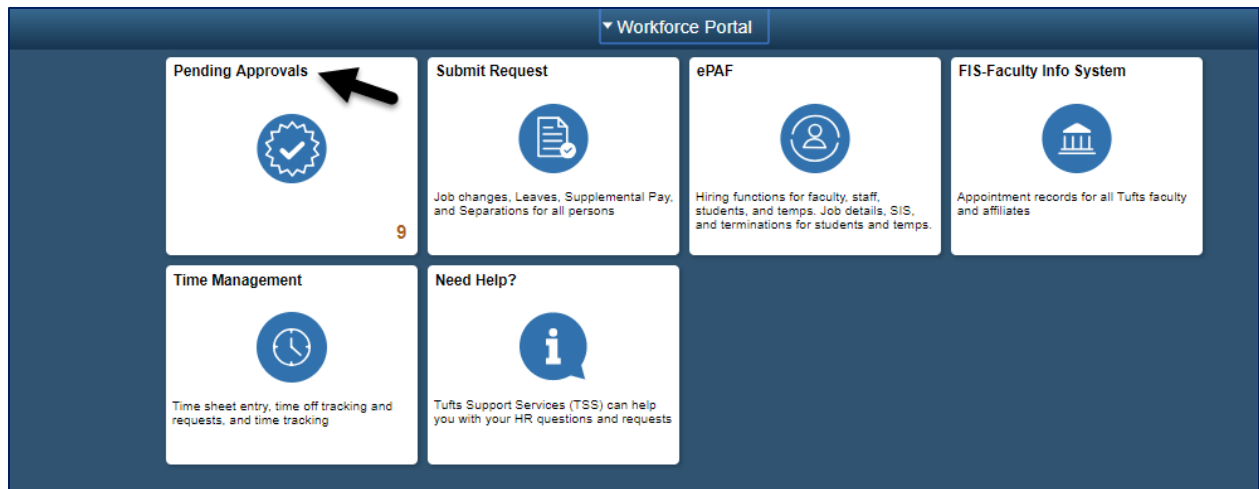


All required approvals will appear in the Approval Chain. Upon completion of the Approval Chain, certain roles will be notified. The required approvals and the notified roles will vary based on the type of employee as shown below.

Employee Type	Faculty	Staff	Student	Temp	POI

Approvers	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2
Notified	Budget Center Employee's Supervisor	HRBP Budget Center Employee's Supervisor	Employee's Supervisor	Employee's Supervisor	Employee's Supervisor

8. The approver will receive an email that a transaction is waiting to be approved and they will also see the transaction in the pending approvals tile.





- The approver should then select the transaction from the list. They can review the changes and comments before denying or approving the transaction.

Once the final approver has approved the transaction, the employees job record will be updated with the voluntary separation action.

