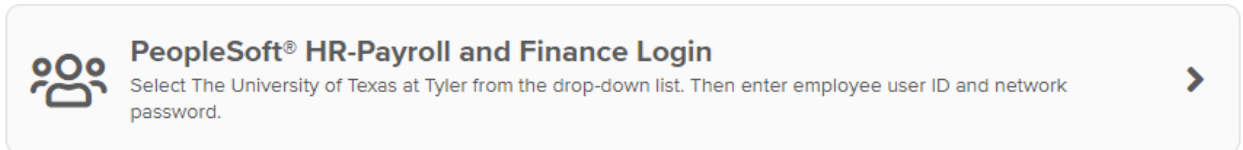




Submitting a Termination eForm

This example guide provides how to submit a termination eForm. It includes a step-by-step instruction on how to navigate to the submission portal, enter the necessary information, and attach relevant documents. If you need to submit a termination eForm, this guide will help you do it correctly and efficiently.

1. Navigate to <https://ww.uttyler.edu/utshare/>
2. Click “PeopleSoft HR-Payroll and Finance Login”



3. Follow the Login prompts, select UT Tyler as the institution if requested



Welcome to the UT Tyler Authentication System

Email Address

Password

4. Click on the eForms Tile



Tip: If you don't immediately see the eForms tile you may need to navigate to "Workforce Administrator" view screen, via the drop-down menu at the top of the page. Image below:

Workforce Administrator ▾

5. Select "Create New Request"

eForms Portal Pagelet

- View Existing Requests
- Create New Request**
- My Pending Approvals
- Budget Overview
- Reports

My Requests		Person
Request ID	eForms Action	
1 URL		

My Pending Approvals	
Request ID	eForms Action

6. Click on the Actions dropdown menu and select "Termination"

Action	
Actions	<input type="text" value=""/> ▾
Justification	Additional Pay Appointment Contract Additions and Changes Create Person of Interest Funding Change Job Attribute Change New Position Request Position Attribute Change
Entered By	Name Phone
	Termination Transfer

7. In the justification box, please include the reason for the termination and any other pertinent details.

Justification

8. Enter the Employee ID, or use the search feature to find the employee's name and Employee ID.

Employee Information

*Empl ID 

9. Once the Employee ID has been entered, please click on the "Change Address" check box to update physical or email address for W2 forwarding.

W2 Forwarding Information

Change Address

Address 1

Address 2

City

Tip: If your employee is transferring to another state agency, please select the "Transfer to State Agency" box. Otherwise, leave blank.

Transfer to State Agency

If the employee is retiring with UT Tyler as a TRS Retiree, select the TRS Retirement box. Otherwise, leave blank.

TRS Retirement

10. Enter the last Date Worked

Appointment Detail	
Empl Record	0
*Last Date Worked	<input type="text"/> 31

Example: Mr. Smith's resignation letter states his last day with the University will be June 1st.

In this example, you will put the "Last Date Worked" as June 1st on the eForm.

11. Enter the Job Data Eff Dt

*Job Data Eff Dt 31

Tip: Once the "Last Date Worked" field has been entered, the "Job Data Eff Dt" will automatically populate for you.

Tip: "Last Physical Date Worked" will only be needed if employee is using vacation time before the termination date. Otherwise, leave blank.

Last Physical Date Worked 31

12. Select Reason 1 drop down menu and choose corresponding reason.

*Reason 1	<input type="text"/>
*Reason 2	Retirement
Recommend Rehire	Term - Involuntary
	Term - Voluntary

Tip: Voluntary will always be used for a resignation.

13. Select Reason 2 drop down menu and select the corresponding reason for termination. The options will be different, depending on if “voluntary” or “involuntary” was selected in step 12.

*Reason 2

14. Click on the “Save” button at the bottom of the eform to save your draft. Read any warning messages and click “OK”.

Save

Tip: You will not be able to upload your supporting documentation until you have “saved” your draft. Almost all termination eForms will require supporting documentation to be attached.

15. Upload attachments by clicking on the orange “Add/Delete” button in the attachments section.

▼ Attachments
Add/Delete

Tip: Once uploaded you will see a preview of your attachment.

▼ Attachments		
Type	Note	Attached File
1 Miscellaneous	Resignation Letter	Resignation_Letter_Example.docx

Add/Delete

16. Once your attachments are added, click on the yellow “Submit” button at the bottom of the page.

Submit

Your eForm is now submitted and will route through approvals for final completion.