

## Initiator Instructions

Follow these steps to *initiate* an online Termination Form:

1. Login to your **myNEU** account
2. Click on **Services and Links**
3. Click on **Termination Form** under the **HRM Benefits & Service** box
4. Enter the **NUID** for the employee who is being terminated
5. Hit the tab key and **First Name** and **Last Name** will automatically populate
6. Select the correct **Position Number** for the employee from the dropdown populated from the NUID entered.
7. Hit the tab key. **Class** and **Current Job Title** will auto-populate. Use this information to validate that you have the correct position number.
8. Tab to enter the **Last Day Worked**
9. Tab to enter the **Termination Action/Reason**. Refer to the [Frequently Asked Questions](#) of this document for more instructions.
10. Tab to enter the **Unused Vacation Days** for the employee
11. If the Employee **Class** is O7, O8, or CT, AND the **Termination Action/Reason** is TVERT or TVRET (Early Retirement or Retirement are selected), **Unused Sick Days** can and should be entered, if applicable.
  - a. This is only applicable for the indicated weekly employees who are in the process of retiring, are 62 years or older, and have worked at the university for 10+ years.
12. Tab to enter a valid **Index Number for Vacation and Sick Time**. If not filled in, Vacation and Sick Time (if applicable) will be charged to the index where the payroll for that position is currently charged to.
13. Select **Attachments** to add any necessary attachments, including a letter of resignation for voluntary terminations. A copy of the attachments will be visible and be emailed to all approvers. Do not attach severance agreements.
14. Select “Yes” or “No” for **Benefits Eligible Less than Full Time?**
  - a. If “Yes”, enter in the **Hours Worked per Day**, with the hours the employee normally works (Total cannot exceed 34 hours)
15. Select “Yes” or “No” for **Extra Comp(s) Being Terminated?**

- a. If “Yes”, select the **Position Number(s)** and the **Total Goal Amount** for each Extra Comp being terminated.
16. Select “Yes” or “No” for **Has there been an HRM Consultant involved in this Termination?**
  - a. If “Yes”, Search for the HRM Consultant that was involved (**Search by Last Name**) and select him/her from the HRM list.
17. Search for all **Approval Routing Required** by Last Name (**Search by Last Name**) and select his/her name from the **Approver** list
  - a. The **Key Contact Approver** is always required. Refer to your College/Division guidelines for other required approvals.
18. Search for **Who to Notify** by email by Last Name (**Search by Last Name**) and select his/her name from the Contact list. Use this to alert someone of the Termination Form submission.
19. Enter in any Comments as necessary (this will be visible to all approvers)
20. Select the **Initiator Signature** button in the lower left corner to provide your electronic signature and click OK to sign the form
21. Select the **Go\*** button at the bottom of the form. **Submit** will be listed in the dropdown next to it, to route the form to the 1<sup>st</sup> of the designated approvers
22. You will receive an email with a PDF of the submitted form for your records.

**\*NOTE:** If you have made an error AFTER submitting a form, please contact those you will be routing the form to.

If you have any questions, please contact the HRM Customer Service Center (CSC) at **617.373.2230**.

## Frequently Asked Questions

### 1. Weren't Terminations a part of the HR/Payroll Action Form?

Yes, Terminations were a part of the HR/Payroll Action Form, but no longer are. HRM has pulled out the Termination sections of the HR/Payroll Action Form in order to automate this frequent process. Please see a new version of the [HR/Payroll Action Form](#) on the [HR Operations/Payroll website](#).

### 2. Are there times I should fill out an HR/Payroll Action Form instead of a Termination Form?

An HR/Payroll Action form is submitted for employees for the following job changes:

- Job title changes
- Job reclassifications
- Job change in standard work hours
- Reorganizations (change in home organization)
- Pay rate changes
- Renewal/Extend of funding end dates
- Faculty leaves

Please refer to the [HR/Payroll Action Form Instructions](#) on the [HR Operations/Payroll website](#) for more information.

### 3. What do the Termination Action/Reasons mean?

The Termination Action reasons are meant to be self-explanatory. Please see the list below for your reference:

- TVERT – Termination Voluntary Early Retirement
- TVJOB – Termination Voluntary Job Abandonment
- TVOTH – Termination Voluntary Other Position
- TVPER – Termination Voluntary Personal Reason
- TVREL – Termination Voluntary Relocation
- TVRES – Termination Voluntary Resignation
- TVRET – Termination Voluntary Retirement
- TVRLV – Termination Voluntary Return from Leave
- TVSCH – Termination Voluntary Return to School
- TIATT – Termination Involuntary Attendance
- TIFUN – Termination Involuntary Funding Ended
- TIELE – Termination Involuntary Position Eliminated
- TIAPT – Termination Involuntary Appointment Ended
- TIDTH – Termination Involuntary Death
- TIMS – Termination Involuntary Immigration Status End
- TICON – Termination Involuntary Misconduct
- TIUNS – Termination Involuntary Unsatisfactory Performance
- TILTD – Termination Involuntary Long Term Disability

#### 4. Can I still submit an Action Form for a Termination?

No. Terminations will only be accepted through a Termination Form. A new version of the HR/Payroll Action Form has been created that no longer has a section for Terminations. If for some reason, you do not have access to the online Termination Form, there is a paper version you can complete and submit. Please see the paper version of the Termination Form on the [HR Operations/Payroll website](#).

### Approver Instructions

Follow these steps to *approve* an online Termination Form:

1. Click on **the link** in the automated email you receive requesting your approval
2. Login using your **myNEU** credentials
3. Review all details of the **Termination Form**, ensuring everything is correct
  - a. Revise any Approvers listed as needed by searching by Last Name (**Search by Last Name**) and select him/her from the **Approver** list
4. Enter any **Comments** based on what is appropriate for the submitted Termination Form
5. Select the **Approver Signature** button in the lower left corner to provide your electronic signature and click OK to sign the form
6. To approve the form, select the **Go** button at the bottom of the form, with **Submit\*** as the default position of the drop-down next to it
7. You will receive an email with a PDF of the submitted form for your records.
8. If you are the last approver, the form will be processed by HRM within 5 business days. The initiator and Key Contact will receive a notification when it is processed.

**\*NOTE:** To reject the form, select **Reject** in the drop-down. The submitting employee will receive the form and be able to make the appropriate corrections before resubmitting the form.

To delete the form, select **Cancel** in the drop-down, if the form is not valid. The form will be deleted and the employee will have to resubmit their form.

If you have made an error submitting a form that should have been rejected or cancelled, or have any questions please contact the HRM Customer Service Center for help: **617.373.2230**.

## Checking Status

If you are listed as the “Key Contact Approver”, you may follow these steps to check the status of an online Termination Form.

1. Click on **the Termination Form [Status link](#)**.
2. Login to your **myNEU** account
3. Select the Form you’d like to check Status for, based on the **Form ID, Initiator NUID, Initiator Last Name, Initiator First Name, Submitted Date, and Status**.
4. To check the Status of the form, select **View Detail** and review the appropriate sections of the form:
  - a. Review **Section 3: Approvals Required** to see who is a designated approver.
  - b. Review **Section 4: Signatures** to see who has approved the Termination Form and identify what signatures are still needed.