


Online Termination Workflow Notification Emails

- 1- Notification email to supervisor, asking them to complete related exit activities for the employee who is terminating and to assist the employee in the exit process.


Mon 4/23/2018 4:26 PM

Test Action Required: Termination for Employee Name - Job:TEMPOR-00 04/23/2018 has been initiated

To

Cc

Dear Supervisor Name,

The termination process for the employee referenced below has been initiated. Please follow these instructions:

1. Collect the following items if applicable:
 - NSU SharkCard - Yes
 - NSU Purchasing Card - Yes
 - Business Cards - Yes
 - Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.) - Yes
 - Office/Building Keys - Yes
 - Petty Cash Funds (Accounts/Cash advances) - Yes
 - Work Uniforms - Yes
 - Other Items to Collect -

2. Remind the employee of the following if applicable:
 - To submit any pending requests for time off in SharkTime (vacation, sick, etc.)
 - To print copies of their pay stubs, W2 forms and any other documents they need from WebStar (access to Webstar will be terminated as of their termination date)

Terminating Job/Employee Data:

Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	TEMPOR-00-Temp Parent Child Teacher (Primary)
Center/Division Name	Mailman Segal Center-Human Devel
Department	120400 Fam-Parent Child Pgm
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/23/2018
Paid Through Date	04/23/2018
Last Paid Date	02/23/2018
Employee Class	83 - Temp-NSU
Employee Benefit Category	NE - Not Eligible/Taxes Only

Other Current or Future Positions:
No more current or future jobs.

Additional Questions

Is the employee transferring to another Center within NSU?	Yes - test
Was employee on leave at the time of termination	Yes
Termination type	Voluntary
Reemployable	Yes
Termination reason	Did Not Start Work
Is any portion of the employee's salary paid from a Grant?	Yes

Thank you,
Office of Human Resources
hr4u@nova.edu

- 2- Notification email to Originator (only when the terminating employee does not have an assigned supervisor) asking them to complete related exit activities for the employee who is terminating and to assist the employee in the exit process.

Mon 4/23/2018 4:35 PM

***Test* Action Required: Termination for Employee Name - Job:TEMPOR-00 04/23/2018 has been initiated**

To

Cc

Dear Employee missing Supervisor in Banner,

The termination process for the employee referenced below has been initiated. Please follow these instructions:

1. Collect the following items if applicable:
 - NSU SharkCard - Yes
 - NSU Purchasing Card - Yes
 - Business Cards - No
 - Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.) - No
 - Office/Building Keys - Not Applicable
 - Petty Cash Funds (Accounts/Cash advances) - Not Applicable
 - Work Uniforms - No
 - Other Items to Collect - testing other items
2. Remind the employee of the following if applicable:
 - To submit any pending requests for time off in SharkTime (vacation, sick, etc.)
 - To print copies of their pay stubs, W2 forms and any other documents they need from WebStar (access to Webstar will be terminated as of their termination date)

Terminating Job/Employee Data:

Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	TEMPOR-00-Standardized Patient (Primary)
Center/Division Name	K. Patel College of Osteopathic Med
Department	111360 Medical Education
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/23/2018
Paid Through Date	04/30/2018
Last Paid Date	02/23/2018
Employee Class	83 - Temp-NSU
Employee Benefit Category	NE - Not Eligible/Taxes Only

Other Current or Future Positions:

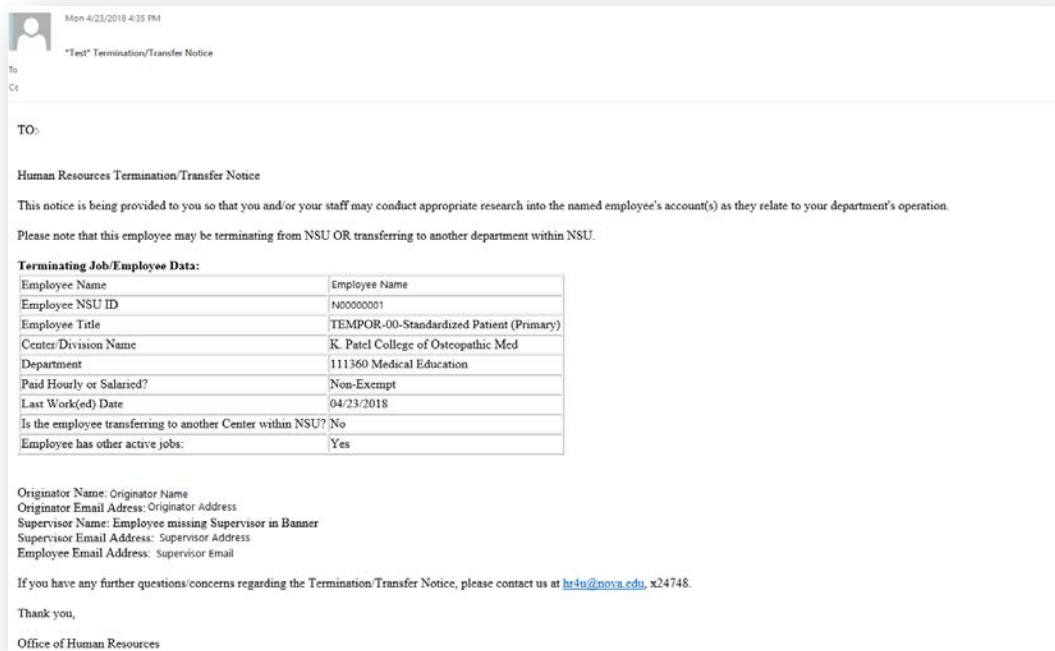
Type	Position	Suffix	Title	TS Organization/Department	Start Date	End Date	Last Paid Date	Status
Secondary	TEMPOR 01		Temp-Standardized Patient	111360,Medical Education 02M-K. Patel College of Osteopathic Med	01/30/2016		02/23/2018	A
Secondary	TEMPOR 03		Standardized Patient	111360,Medical Education 02M-K. Patel College of Osteopathic Med	05/21/2016		02/23/2018	A

Additional Questions

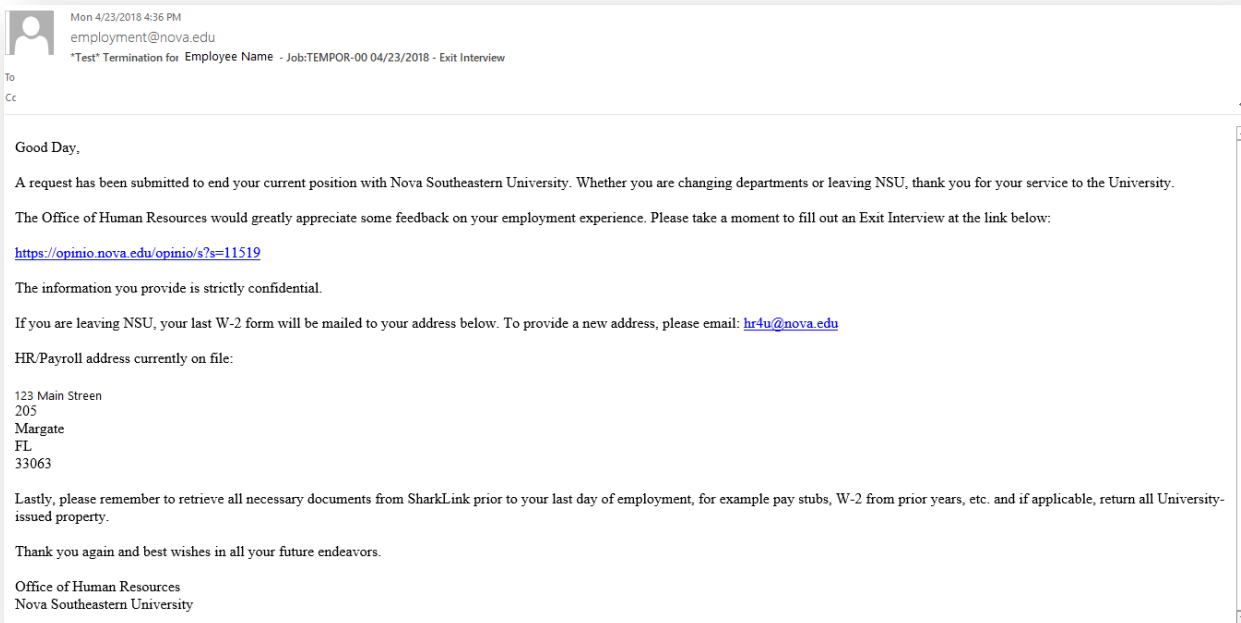
Is the employee transferring to another Center within NSU?	No
Was employee on leave at the time of termination	No
Termination type	Voluntary
Reemployable	No - Not within this department
Termination reason	Abandoned Job
Is any portion of the employee's salary paid from a Grant?	No

Thank you,
Office of Human Resources
hr4u@nova.edu

3- Notification email (Termination/Transfer notice) to designated staff across NSU, to complete their departmental internal exit activities for employee who is terminating.



4- Notification email to the terminating employee (only for Voluntary Terminations) to complete exit interview and related exit activities.



5- Notification email to Center’s HR Contact (only when Strategic Business Partner submits a Termination on their behalf).

Mon 4/23/2018 4:37 PM
hr4u@nova.edu
Test Termination for Employee Name - Job:TEMPOR-00 04/23/2018 - FYI

To:
Dear HR

A SBP member has submitted the following Termination of Job Request. This request does not require OHR Approval so it will continue processing right away.

Terminating Job/Employee Data:

Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	TEMPOR-00-Standardized Patient (Primary)
Center/Division Name	K. Patel College of Osteopathic Med
Department	111360 Medical Education
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/23/2018
Paid Through Date	04/30/2018
Last Paid Date	02/23/2018
Employee Class	83 - Temp-NSU
Employee Benefit Category	NE - Not Eligible/Taxes Only

Other Current or Future Positions:

Type	Position	Suffix	Title	TS Organization/Department	Start Date	End Date	Last Paid Date	Status
Secondary	TEMPOR_01		Temp-Standardized Patient	111360,Medical Education 02M-K. Patel College of Osteopathic Med	01/30/2016		02/23/2018	A
Secondary	TEMPOR_03		Standardized Patient	111360,Medical Education 02M-K. Patel College of Osteopathic Med	05/21/2016		02/23/2018	A

Additional Questions

Is the employee transferring to another Center within NSU?	No
Was employee on leave at the time of termination	No
Termination type	Voluntary
Reemployable	No - Not within this department
Termination reason	Abandoned Job
Is any portion of the employee's salary paid from a Grant?	No
Did NSU sponsor this employee for work authorization (H1B, Permanent Residency/PERM, TN Visa)?	No

Contract/Pay Spread less than 12 months:

Is Employee on a contract or in a pay spread less than 12 months? No

Please identify the items that need to be collected from the employee:

NSU SharkCard?	Yes
NSU Purchasing Card?	Yes
Business Cards?	No
Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.)?	No
Office/Building Keys?	Not Applicable
Petty Cash Funds (Accounts/Cash advances)?	Not Applicable
Work Uniforms?	No
Other Items to Collect?	testing other items

Updated HR Address:

HR Address Line1	123 Main Stree
Line2	Apt Happy 1
City	Margate
State	FL
Zip	33063

6- Notification email to Shared Services, when their manual intervention is required for termination process to continue. Use cases: terminating employees currently on leave, retroactive terminations and when a future dated record exits in their job record.

Test Action Required: Termination for Employee Name - Job:FPWKND-00 04/20/2018 (on leave)

Dear Shared Services Team,

The following Termination requires your manual intervention. Please click on the link below to process the termination:

[Complete Wf Activity](#)

Terminating Job/Employee Data:

Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	FPWKND-00 Faculty Practice Weekend (Secondary)
Center/Division Name	Division of Clinical Operations
Department	229806 Davie Dental Clinic Dent Asst Pool
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/20/2018
Paid Through Date	04/20/2018
Last Paid Date	02/23/2018
Employee Class	40 - Clas F/T
Employee Benefit Category	01 - Benefits Eligible (28+ Hrs/Wk)

Other Current or Future Positions:

Type	Position Suffix	Title	TS Organization/Department	Start Date	End Date	Last Paid Date	Status
Primary	993371 00	Dental Assistant	229806,Davie Dental Clinic Dent Asst Pool 81-Division of Clinical Operations	09/19/2011		02/23/2018	A

Additional Questions

Is the employee transferring to another Center within NSU?	Yes - ttt 0000 iii
Was employee on leave at the time of termination	Yes
Termination type	Voluntary
Reemployable	No - Not within this department
Termination reason	Better Career Opportunity
Is any portion of the employee's salary paid from a Grant?	Not Applicable
Did NSU sponsor this employee for work authorization (H1B, Permanent Residency/PERM, TN Visa)?	Yes

Contract/Pay Spread less than 12 months:

Is Employee on a contract or in a pay spread less than 12 months?	Yes
Last Day Physically Worked:	04/20/2018
Contract Start Date:	04/20/2018
Contract End Date:	04/20/2018
Contract Amount:	55
Scheduled days to work in Contract Year:	12
Days actually worked in Contract Year:	12
Was employee on leave any time during the contract year?:	Not Applicable

Please identify the items that need to be collected from the employee:

NSU SharkCard?	Yes
NSU Purchasing Card?	No
Business Cards?	Not Applicable
Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.)?	Yes
Office Building Keys?	No
Petty Cash Funds (Accounts Cash advances)?	Not Applicable
Work Uniforms?	Yes
Other Items to Collect?	to SS - manually

Final Paycheck Deductions:

Deduction Code	Month	Year	Employee Amount	Employer Amount	App Gross
300	FEBRUARY	2018	90.00	490.00	3,237.42
700	FEBRUARY	2018	0.00	3.81	1,502.57
701	FEBRUARY	2018	0.00	5.37	1,502.57
709	FEBRUARY	2018	0.00	1.80	1,502.57
710	FEBRUARY	2018	0.00	1.93	1,502.57

Vacation Payout:


Leave Code	Date Available	Begin Balance	Accrued	Taken	Current Available	Banked
1VAC	03/19/2012	37.50	63.47	9.00	91.97	0.00
4ROL	09/19/2011	0.00	0.00	0.00	0.00	0.00

Advance Pay: No Advance record found in Banner

Moving Expenses: No Moving Expenses record found in Banner

Tuition Waiver(s):
Note: Payroll to verify pending tuition waiver for final paycheck

7- Notification email to Originator, when Termination has been processed by Shared Services.

 *Test* Termination for Ayoung- Employee Name - Job:TEMPOR-00 04/23/2018 - Completed

Dear Originator Name ,

The termination request you submitted has been processed. Please review the summary below. If you have any questions about the information in the summary, please immediately contact hr4u@nova.edu:

Terminating Job/Employee Data:

Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	TEMPOR-00-Temp Parent Child Teacher (Primary)
Center/Division Name	Mailman Segal Center-Human Devel
Department	120400 Fam-Parent Child Pgm
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/23/2018
Paid Through Date	04/23/2018
Last Paid Date	02/23/2018
Employee Class	83 - Temp-NSU
Employee Benefit Category	NE - Not Eligible/Taxes Only

Other Current or Future Positions:
No more current or future jobs.

Additional Questions

Is the employee transferring to another Center within NSU?	Yes - test
Was employee on leave at the time of termination	Yes
Termination type	Voluntary
Reemployable	Yes
Termination reason	Did Not Start Work
Is any portion of the employee's salary paid from a Grant?	Yes
Did NSU sponsor this employee for work authorization (H1B, Permanent Residency/PERM, TN Visa)?	Yes

Contract/Pay Spread less than 12 months:

Is Employee on a contract or in a pay spread less than 12 months?	Yes
Last Day Physically Worked:	kavi test
Contract Start Date:	kavi test
Contract End Date:	kavi test
Contract Amount:	kavi test
Scheduled days to work in Contract Year:	kavi test
Days actually worked in Contract Year:	kavi test
Was employee on leave any time during the contract year?:	Yes


Please identify the items that need to be collected from the employee:

NSU SharkCard?	Yes
NSU Purchasing Card?	Yes
Business Cards?	Yes
Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.)?	Yes
Office/Building Keys?	Yes
Petty Cash Funds (Accounts/Cash advances)?	Yes
Work Uniforms?	Yes
Other Items to Collect?	kavi test

Comments for Orizinator:

Thank you,
Office of Human Resources
hr4u@nova.edu

8- Notification email to Payroll, after Shared Services completes the Termination process in Banner to audit termination.

 *Test* Action Required: Termination for Employee Name - Job:TEMPOR-00 04/23/2018 (on leave)

Dear Payroll Rep Team,

The following Termination was completed by Shared Services. Please click on the link below to review/audit the termination:

[Complete Wf Activity](#)

Terminating Job/Employee Data:

Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	TEMPOR-00-Temp Parent Child Teacher (Primary)
Center/Division Name	Mailman Segal Center-Human Devel
Department	120400 Fam-Parent Child Pgm
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/23/2018
Paid Through Date	04/23/2018
Last Paid Date	02/23/2018
Employee Class	83 - Temp-NSU
Employee Benefit Category	NE - Not Eligible/Taxes Only

Other Current or Future Positions:
No more current or future jobs.

Additional Questions

Is the employee transferring to another Center within NSU?	Yes - test
Was employee on leave at the time of termination	Yes
Termination type	Voluntary
Reemployable	Yes
Termination reason	Did Not Start Work
Is any portion of the employee's salary paid from a Grant?	Yes
Did NSU sponsor this employee for work authorization (H1B, Permanent Residency/PERM, TN Visa)?	Yes

Contract/Pay Spread less than 12 months:

Is Employee on a contract or in a pay spread less than 12 months?	Yes
Last Day Physically Worked:	test
Contract Start Date:	test
Contract End Date:	test
Contract Amount:	test
Scheduled days to work in Contract Year:	test
Days actually worked in Contract Year:	test
Was employee on leave any time during the contract year?:	Yes

Please identify the items that need to be collected from the employee:

NSU SharkCard?	Yes
NSU Purchasing Card?	Yes
Business Cards?	Yes
Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.)?	Yes
Office/Building Keys?	Yes
Petty Cash Funds (Accounts/Cash advances)?	Yes
Work Uniforms?	Yes
Other Items to Collect?	test

Final Paycheck Deductions:
Not available

Vacation Payout:
Not available

Advance Pay: No Advance record found in Banner

Moving Expenses: No Moving Expenses record found in Banner

Tuition Waiver(s):
Note: Payroll to verify pending tuition waiver for final paycheck

Shared Services Rep. Initials: KM

Shared Services comments for Originator:

Shared Services comments for Payroll Team:

9- Notification email to Shared Services, when the Termination has been audited by Payroll and Shared Services needs to print all documentation to be imaged.

11:46:07 AM 5/23/2018

***Test* Printing Required: Termination for Employee Name - Job: TEMPOR-00 04/23/2018 (on leave)**

to

cc

Follow up. Start by Tuesday, May 8, 2018. Due by Tuesday, May 8, 2018.

Dear Shared Services Team,

ing processing. Please click on the link below to process the termination: [Complete](#)

The following Termination has been audited by Payroll and requires you to print all pertinent docum
[WF Activity](#)

Terminating Job/Employee Data:

Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	TEMPOR-00-Temp Parent Child Teacher (Primary)
Center/Division Name	Mailman Segal Center-Human Devel
Department	120400 Fam-Parent Child Pgm
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/23/2018
Paid Through Date	04/23/2018
Last Paid Date	02/23/2018
Employee Class	\$3 - Temp-NSU
Employee Benefit Category	NE - Not Eligible/Taxes Only

Other Current or Future Positions:
 No more current or future jobs.

Additional Questions

Is the employee transferring to another Center within NSU?	Yes - test
Was employee on leave at the time of termination	Yes
Termination type	Voluntary
Reemployable	Yes
Termination reason	Did Not Start Work
Is any portion of the employee's salary paid from a Grant?	Yes
Did NSU sponsor this employee for work authorization (H1B, Permanent Residency/PERM, TN Visa)?	Yes

Contract/Pay Spread less than 12 months:

Is Employee on a contract or in a pay spread less than 12 months?	Yes
Last Day Physically Worked:	
Contract Start Date:	
Contract End Date:	

Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.)?	Yes
Office/Building Keys?	Yes
Petty Cash Funds (Accounts/Cash advances)?	Yes
Work Uniforms?	Yes
Other Items to Collect?	

Final Paycheck Deductions:
 Not available

Vacation Payout:
 Not available

Advance Pay: No Advance record found in Banner

Moving Expenses: No Moving Expenses record found in Banner

Tuition Waiver(s):
 Note: Payroll to verify pending tuition waiver for final paycheck

Shared Services Rep. Initials: KM

Shared Services comments for Originator:

Shared Services comments for Payroll Team:


Payroll Rep. Initials: KM

Payroll Audit Comment: comments for SST

Thank you,

Payroll Department
payroll@nova.edu

10- Notification email to Shared Services, to resolve NOPEAMA error so that termination process can continue.

	hr4u@nova.edu
Test Termination for Employee Name - Job:TEMPOR-01 04/24/2018 NOPEAMA Error	
NOPEAMA rejected transaction # 306171 TERME Parent TERMJB transaction # 306170 TERMJB was Completed.	
Terminating Job/Employee Data:	
Employee Name	Employee Name
Employee NSU ID	N00000001
Employee Title	TEMPOR-01-Temp - Proctor (Primary)
Center/Division Name	Ron& Kathy Assaf College of Nursing
Department	113701 Nursing-Entry Level BSN
Paid Hourly or Salaried?	Non-Exempt
Last Work(ed) Date	04/24/2018
Paid Through Date	
Last Paid Date	02/23/2018
Employee Class	83 - Temp-NSU
Employee Benefit Category	NE - Not Eligible/Taxes Only
Other Current or Future Positions:	
No more current or future jobs.	
Additional Questions	
Is the employee transferring to another Center within NSU?	No
Was employee on leave at the time of termination	No
Termination type	Voluntary
Reemployable	No - Not in this capacity
Termination reason	Abandoned Job
Is any portion of the employee's salary paid from a Grant?	Not Applicable
Did NSU sponsor this employee for work authorization (H1B, Permanent Residency/PERM, TN Visa)?	Yes
Contract/Pay Spread less than 12 months:	
Is Employee on a contract or in a pay spread less than 12 months?	No
Please identify the items that need to be collected from the employee:	
NSU SharkCard?	Yes
NSU Purchasing Card?	Yes
Business Cards?	Yes
Computer Equipment(PC's, laptops, tablets, mobile devices, peripherals, storage devices, etc.)?	Yes
Office/Building Keys?	No
Petty Cash Funds (Accounts/Cash advances)?	No
Work Uniforms?	Not Applicable
Updated HR Address:	
HR Address Line1	123 Main Street
Line2	
City	Sunrise
State	FL
Zip	33351-8830