

RIT EMPLOYEE DEPARTURE

ONLINE TRANSACTION USER GUIDE

SPRING 2021

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Overview

Employees leave RIT for a variety of reasons, either voluntary or involuntary. The online process outlined here expedites the information necessary to provide the exiting employee with the appropriate material in a timely manner. Entry of the transaction as early as possible ensures that all regulatory processing can occur as well as avoids potential overpayments. This transaction should only be used for regular faculty and staff.

Voluntary departures:

When an employee has notified the supervisor of their resignation, the supervisor should acknowledge the information and ask that the employee provide a written notification of their exit including the reason and the date.

Involuntary departures:

Prior to notifying the employee of the termination, the supervisor must review the termination details with their [HR Manager](#).

Additional information on the tasks surrounding an exit can be found on the [Termination Checklist](#).

I – Login & Access

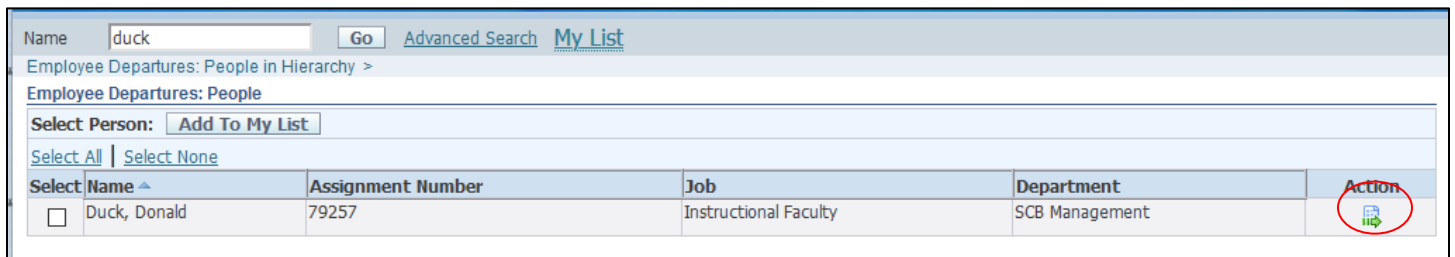
(Please note: Internet Explorer is the preferred browser for Oracle)

1. Log in to Oracle: <https://mybiz.rit.edu>
2. Navigate to 'RIT Supervisor Self Serve' or 'RIT HR Transactions' and select Employee Departures



II – Completing the Transaction

1. On the Search/People in Hierarchy page find the employee and click the *Action* icon to the right of their name:



2. **Enter the effective date of the departure.** The date entered here should be the last day an employee will be paid which may differ from the last day an employee works.
- a. **Key Dates:**
- i. The effective date is 12/31 for faculty departing at the end of the Fall semester
 - ii. The effective date is 6/30 for faculty departing at the end of the Spring semester
 - iii. The effective date is the end of the summer semester for faculty with a Summer Salary appointment (please note that the faculty 9 month salary will be updated to \$0 effective 7/1.)
 - iv. For questions on the appropriate effective date for staff, please contact your HR Manager.

Information
Please enter an Effective Date on or after 01-Feb-2020.

Termination: Effective Date Options

Effective Date 09-Apr-2021

Employee Name	Duck, Donald	Employee Number	79257
Department	SCB Management	Manager	Disney, Walt
Position	Non-Tenure Track Faculty.002047.05.0U		

Enter the date on which the changes should take effect, and press the Continue button.

For faculty departures at the end of a semester, please use an effective date of June 30th for terminations at the end of the spring semester or December 31st for terminations at the end of the fall semester.

For staff departures and faculty departing mid-semester please use the last day worked as the effective date.

Changes should take effect on the effective date as entered below.

Effective Date

(example: 25-Mar-2021)

Then click *Continue*.

3. On the following page enter the *Reason* for the departure of employment and any *Comments* to the approvers of the transaction. The Person Type will automatically update based on the reason and cannot be changed:

Termination

Effective Date 30-Jun-2021

Employee Name Duck, Donald Organization Email Address Manager Disney, Walt	Employee Number 79257 Department SCB Management Position Non-Tenure Track Faculty.002047.05.0U
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Select the departure reason and enter any comments to the approver. Please note that the Person Type will automatically update based on the reason entered

* Indicates required field

Termination Date	30-Jun-2021
* Reason	<input type="text"/>
* Person Type	Ex-employee <input type="button" value="v"/>
Comments	<input style="width: 100%; height: 50px;" type="text"/>

Vacation owed will be calculated based on the vacation balance within Oracle for exempt staff and 12 month faculty or from Kronos for non-exempt employees. If either of these balances are inaccurate for any reason please contact payroll at payroll@rit.edu.

Reasons: Please select the most appropriate reason. Questions on the reason to use can be directed to your [HR Manager](#).

Voluntary	Involuntary
Another Job	Absenteeism/Tardiness
Benefits	Damage/Loss/Misuse of Property
Career Advancement	Disclosure/Misuse of Confidential Info
Dissatisfaction with Supervisor/Manager	End of Work Assignment
Family Responsibilities	Employee Error that is threatening to life or could result in signif prop loss
To further education/return to school	End of Contract
Pay	Falsification of Information
Relocation/Moving out of area	Failure to Perform Essential functions of the job
Retirement (Must be retirement eligible)	Failure to return from leave of absence
	Job Abandonment/no call/no show
	Position Eliminated/Re-Organization
	Theft
	Violation of university or department policy/procedure

Then click *Next*

4. If the employee that is departing is a supervisor, the direct reports must be reassigned to a new manager. A new manager can be assigned to each employee. Note: this step will be skipped for any employee that is not a supervisor. Information on how to change the supervisor can be found in the [Change Supervisor User Guide](#).

Reassign Direct Reports to a New Manager

You can assign all direct reports to the same new manager or make individual manager assignments below.

* Transfer Date: (example: 25-Mar-2021)

New Manager:

III – Adding Attachments

On the review page, attachments may be added to submit the required documentation for a departure. Please note that the letter of resignation or notification must be attached with the transaction or sent directly to hreif@rit.edu

1. Click the Add button in the Additional Information section:

Termination Details

Termination Date	30-Jun-2021
Notification Date	30-Jun-2021
Reason	End of Contract
Person Type	Ex-employee
Comments	

Additional Information

Attachments

A letter of resignation or a letter of termination must be submitted with this transaction as an attachment or it can be sent directly to hreif@rit.edu.

None

2. On the Add Attachment Screen click the Browse... button under Define Attachment:

Add Attachment

Add:

Attachment Summary Information

Title:

Description:

Category: **Miscellaneous**

Define Attachment

Type: File URL Text

3. Select file to be attached.
4. Either click the button Add Another to add additional files or Apply to be returned to the Review page.
5. Once returned to the Review page, the word None will be replaced with the hyperlinked word View.
6. When View is clicked an Attachments page will appear where additional attachments may be added or the documents already attached may be viewed, updated, or deleted. Clicking the Return to Departure: Review link at the under the attachment table will return you to the Review page to submit the transaction.

Attachments

A letter of resignation or a this transaction prior its su
[Termination Checklist](#)

[View](#)

IV – Review and Submit

5. On the Review page, ensure all of the departure details are accurate then add Attachments as necessary by clicking the Add button (See III - Adding Attachments):
 - a. **Required documents:**
 - i. Resignation letter or termination notification
 - ii. Termination checklist (may be sent to the HRM on or after the last day worked)

Termination Details	
Termination Date	30-Jun-2021
Notification Date	30-Jun-2021
Reason	Another Job
Person Type	Ex-employee
Comments	
Additional Information	
Attachments	
A letter of resignation or a letter of termination must be submitted with this transaction as an attachment or it can be sent directly to hreaf@rit.edu.	
None	<input type="button" value="Add"/>

Documents attached through this function will be visible to the approvers.

IV – Approvals

The HR Manager for the Organization is listed first and will receive a notification that the transaction has been submitted for approval. The first approver listed is the supervisor of the employee in the transaction. No additional approvers are necessary if the supervisor of the employee is entering the transaction. Other approvers can be added as necessary using *Add Adhoc Approver* and can be inserted at any point prior to the final approver (the HR Assistant in HR).

Click on *Submit*

Please note: HR will not approve a non-exempt departure until the termination date is within the next 30 days. If additional information or assistance is required please contact your area’s HRM or Human Resources at hr@rit.edu.