

## End Assignment

End Assignment when you do not want to terminate the employee relationship and only want to end one assignment

### 1 When and Why

**⚠** This termination will end 2 assignments.  
[Show Assignment Details](#)

\*When is the termination notification date?  
4/12/24

\*When does the termination take effect?  
4/12/24

\*What's the way to terminate the employee?  
Resignation

Termination Type  
Voluntary

\*Why are you terminating  
Select a value

**⚠** The employee can see their termination details when the termination type is voluntary.

[Continue](#)

## My Client Groups – Employment Info

Me   My Team   **My Client Groups**   Payables   General Accounting   Budgetary Control   Procurement

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Employment

- Add Assignment
- Employment Info**
- Change Assignment
- Person
- Change Manager
- Person Identifiers for External Applications
- Direct Reports
- Termination

Select the Assignment to End and choose Change Assignment.

### Business Title

Summer Graduate Assistant Wages; -2; Texas Woman's

Graduate Assistant Wages I; Texas Woman's University; Employee; TWU Denton

Summer Graduate Assistant Wages; -2; Texas Woman's University; Employee; TWU Denton; Dormant

**Actions** ▾

- Add Assignment
- Change Assignment**
- Change Manager
- Change Salary
- Direct Reports
- Individual Compensation
- Termination

## End Assignment

Choose all the options and select continue

**Until you know the system better, select all.**

What info do you want to manage?

<input checked="" type="checkbox"/> Maintain Managers	<input checked="" type="checkbox"/> Payroll Details
<input checked="" type="checkbox"/> Salary	<input checked="" type="checkbox"/> Add Direct Reports
<input checked="" type="checkbox"/> Comments and Attachments	

When = Effective Date

What's the way to change the assignment = End Assignment

Why are you changing the assignment =

Student always for Student Changes

900 – Establish new job/appointment or appointment for all others

### 1 When and Why

\*When does the assignment change start?

4/12/24

\*Why are you changing the assignment?

900 - Establish new job/appointment or reappointment

\*What's the way to change the assignment?

End Assignment

Continue

# End Assignment

## Assignment Status will be Terminate Assignment

**2** Assignment

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<b>Assignment Number</b> E25344	<b>Full Time or Part Time</b> Part time
<b>*Assignment Status</b> Terminate Assignment	<b>Working Hours</b> 10 Weekly
<b>Person Type</b> Graduate Worker Assignment	<b>FTE</b> 0.25
<b>Primary Assignment</b> No	<b>Pay Class</b> G9
<b>Position</b> Graduate Assistant Wages I	<b>Appointment Start - For Temporary Hourly Positions Only</b> m/d/yy
<b>Grade</b> GradAsstWages1	<b>Appointment End - For Temporary Hourly Positions Only</b> m/d/yy
<b>*Reporting Establishment</b> Texas Woman's University	<b>Course Information - For Faculty only</b> 
<b>*Grant Assignment</b> No	<b>Assignment Information - For Faculty only</b> 
<b>*Regular or Temporary</b> Temporary	<b>Comments</b> 

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No other action needed – can submit