



User Guide

End Fixed Term Appointment (by Supervisor)

Brief Document Description

Overview

This guide is intended for Supervisors to confirm termination of fixed term appointment.

About this Business Process

This process is developed to automate the termination of fixed term appointment process. Previously, Supervisors were sent an email 6 weeks prior to end of fixed term, to review and confirm, or extend the appointment by contacting HR Services.

Steps

Step 1	Login in to Griffith Staff Portal
Step 2	Select Staff to End Fixed Term appointment
Step 3	Complete End of Fixed Term online form/questionnaire
Step 4	Review and Submit Form

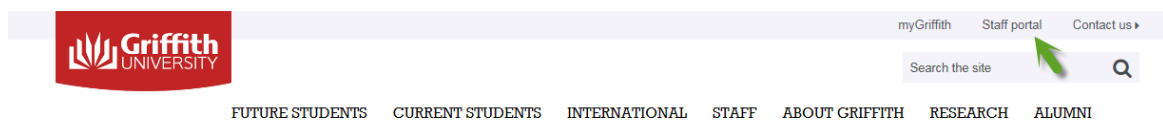
Step 1 - Login in to Griffith Staff Portal



Supervisors receive an automated email 6 weeks prior to end of fixed term appointment of staff reporting to them.

To end their appointment, login to My Staff page.

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password.



Griffith Single Sign-On

Username

Password

login >>

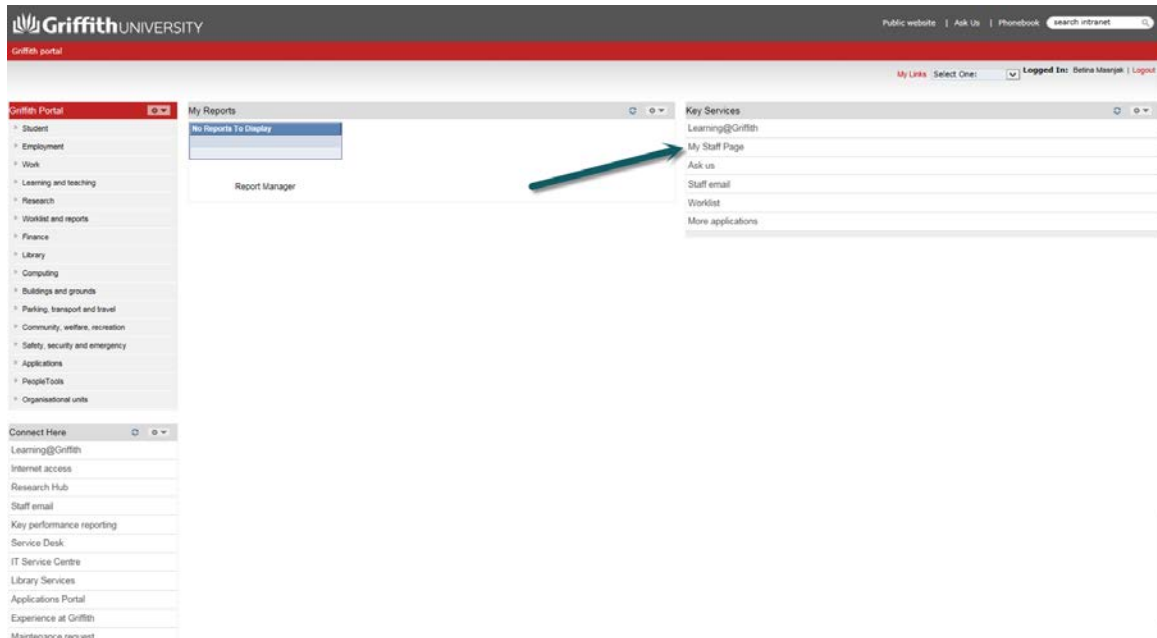
Code of practice

Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology

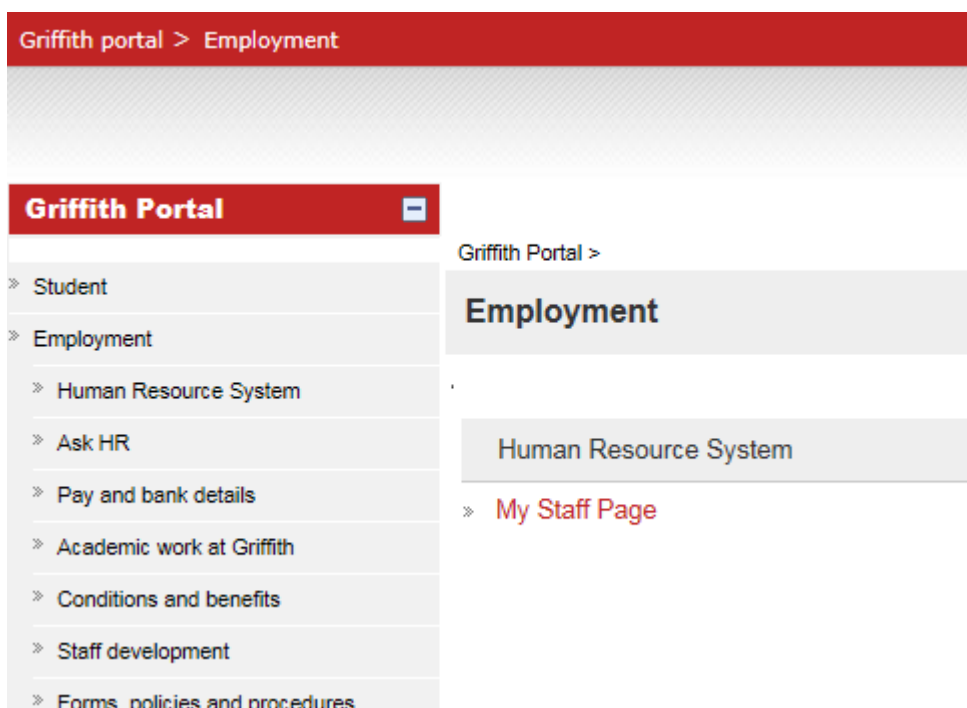
Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

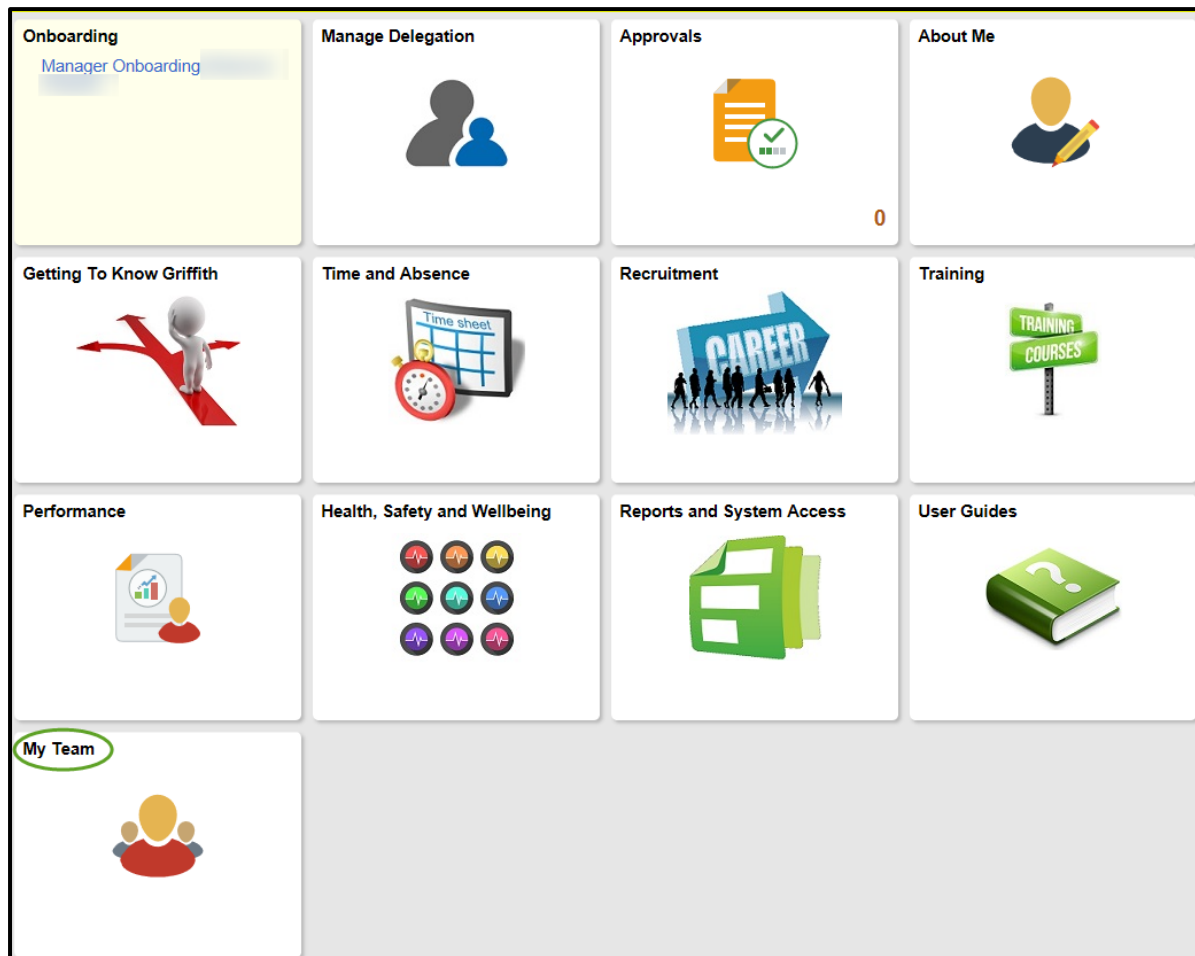
The first location is by clicking on My Staff Page under “Key Services”.



Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.



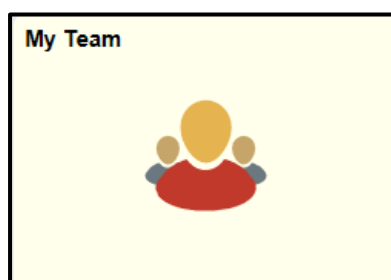
A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.



This is a new process, to be completed by the Supervisor.

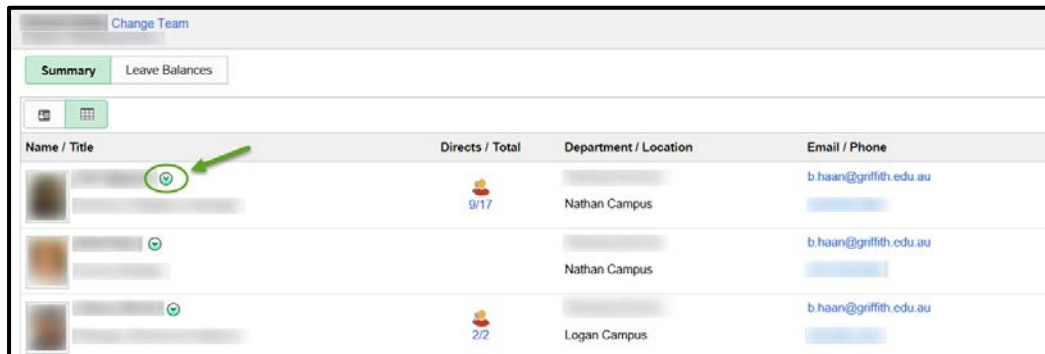
To end fixed term appointment, go to the My Team home page.

Note: This replaces the existing process of contacting HR Services to end fixed term appointment. This is not applicable to Continuing, Casual, Sessional, Unpaid, and UniTemp staff members.

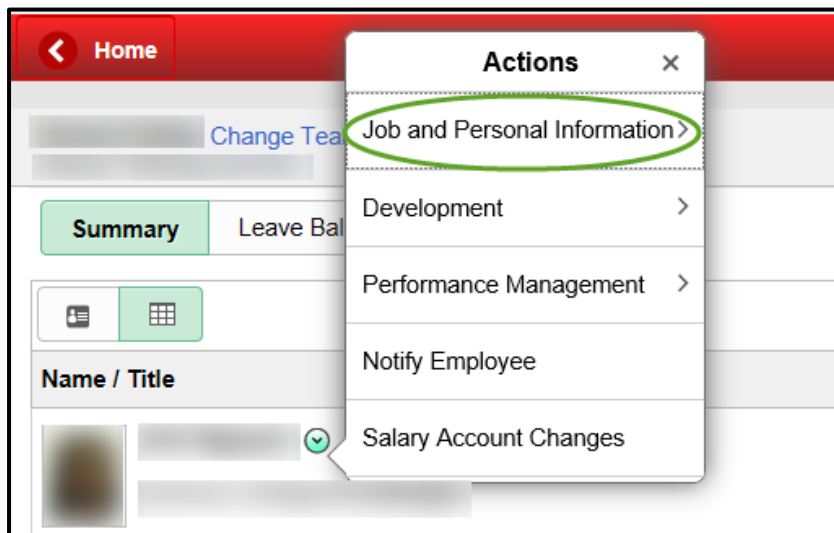


Step 2 - Select Staff to End Fixed Term appointment

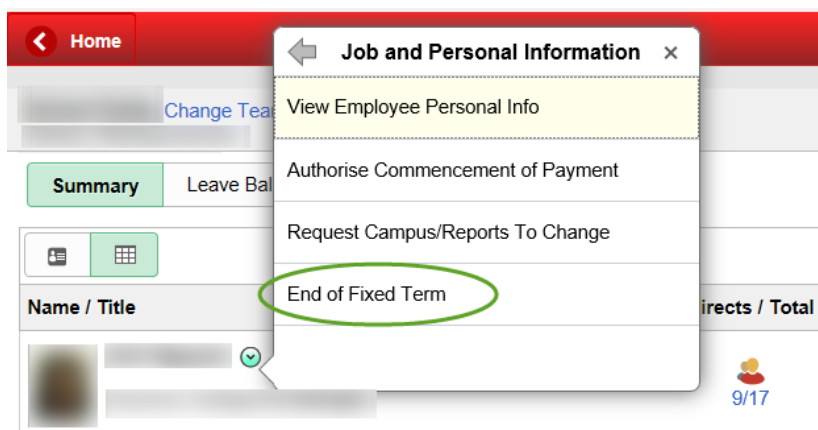
On the My Team home page, select the 'Related Actions' icon  to commence the process.



Select 'Job and Personal Information' Action within the 'Related Actions' pop-up window.



Click on 'End of Fixed Term'



Step 3 - Complete End of Fixed Term online form/questionnaire

'Do you wish to submit a Termination request for the selected employee' will default to 'No.

Select 'Yes' and Click on



Termination Date will autopopulate. Review the date and click on



Note: If termination date is earlier than the original contract end date, please have the employee follow resignation process. If termination date is greater than the original contract end date then you will need an extension recruitment process.

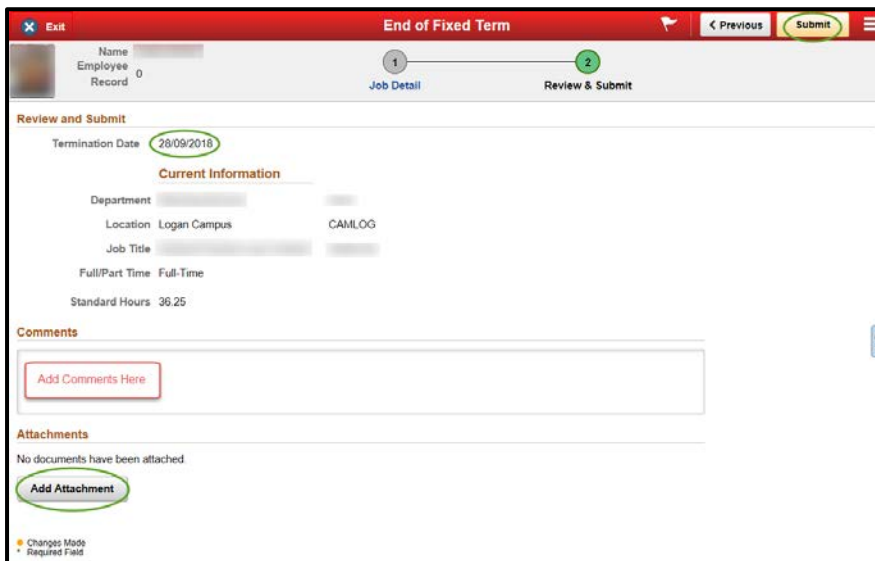
Step 4 - Review and Submit form

On confirming the actual termination date, the next step is to 'Review and Submit' form.

There is a section to add any comments.

To add attachments, click on Add Attachment at the bottom of the screen.

Click on  to proceed.



End of Fixed Term

Exit | Name | Employee Record 0 | 1 Job Detail | 2 Review & Submit | < Previous | Submit

Review and Submit

Termination Date: 28/09/2018

Current Information

Department: | Location: Logan Campus | CAMLOG | Job Title: | Full/Part Time: Full-Time | Standard Hours: 36.25

Comments

Add Comments Here

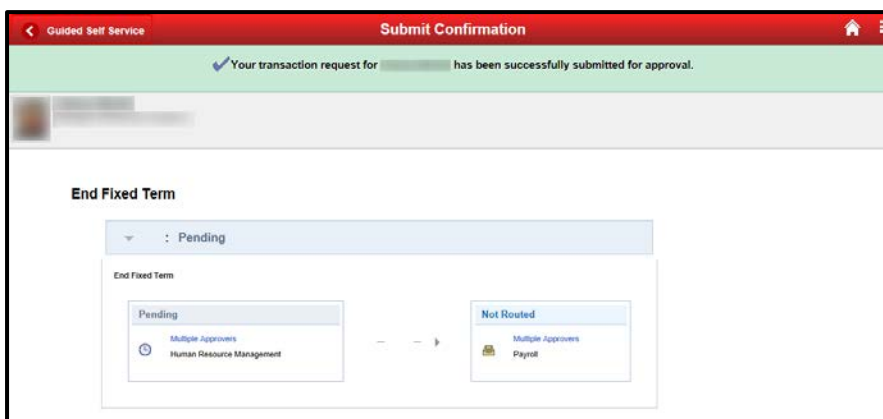
Attachments

No documents have been attached.

Add Attachment

Changes Made
Required Field

Submitted form will be sent to the required approvers for approval.



Submit Confirmation

✓ Your transaction request for [redacted] has been successfully submitted for approval.

End Fixed Term

Pending

End Fixed Term

Pending

Multiple Approvers
Human Resource Management

Not Routed

Multiple Approvers
Payroll

Once the workflow is fully approved, a notification via email will be sent to the supervisor and the employee.

Further information

Email: hrservices@griffith.edu.au

Phone: 373 54011