Instructions for the Employee Termination Form on Etrieve

Step 1: Login: Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Employee Termination under the Human Resources section

Step 5: Complete the form. Boxes will appear based upon answers.

SWOSU
Southwestern Oklahoma State University

Employee Termination Form
Human Resources

Last Name | First Name | Employee ID

Type of Employee | Position/Title | Is This a Grant Funded Position?

Is This a Split Funded Position?

Department Name | Budget Number

Effective Date of Termination

Reason for Termination

Comments

Questions concerning terminations should be directed to the Assistant Vice President of Human Resources.

Step 6: When the form is complete, click on the “Submit To” button at the bottom of the form. It will bring up a box that shows “FLOW-Deans”, “FLOW-Grant Specialist”, “FLOW-HR-GA”, “FLOW-HR-STUDENTS”, “FLOW-VP Finance”. Click on the arrow to the right.

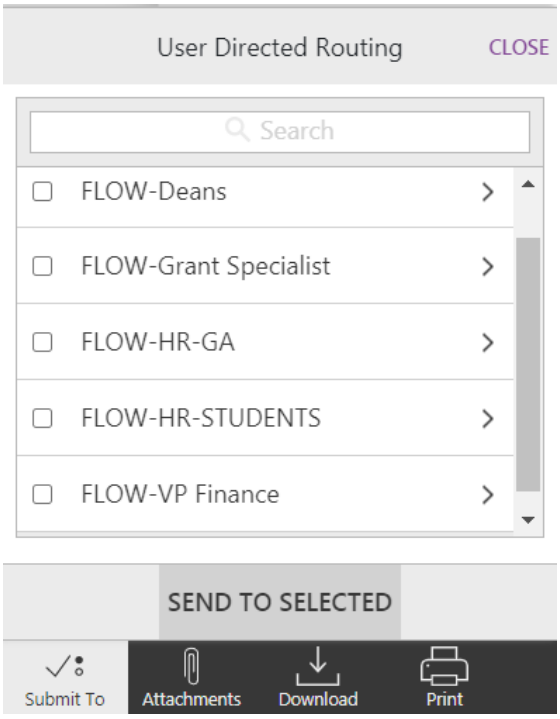
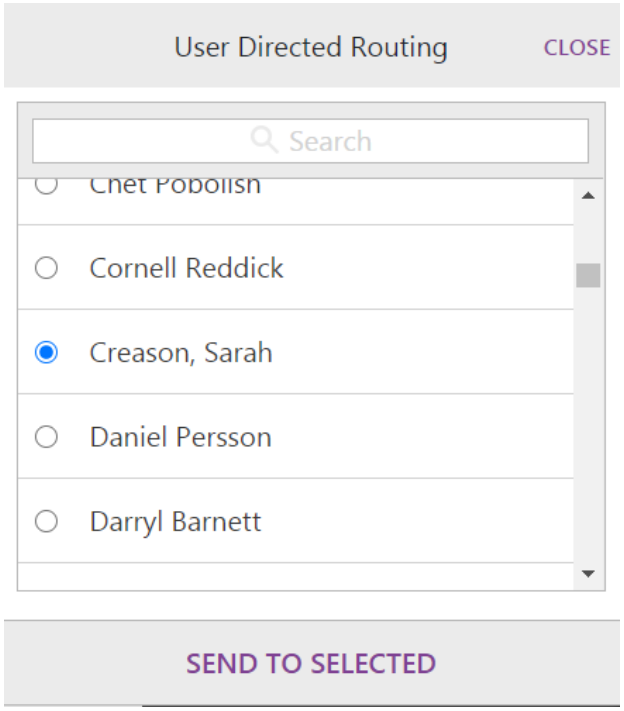
How to decide who to send the form to:

FLOW-Deans – if the employee is an Adjunct, Adjunct – Hourly, or Faculty – please send to the appropriate Dean

FLOW-Grant Specialist – if the employee is a grant funded position

FLOW-HR-GA – if the employee is a Graduate Assistant

FLOW-HR-STUDENTS – if the employee is a Student Worker

FLOW-VP Finance – if the employee is Staff or Staff – Hourly

Once the arrow to the right is selected for the appropriate group, select the appropriate individual in the list to send to. (There are multiple groups that will only have one person in the group, please send it to them.)