

### How to End a Position

Last Revised: 9/27/2024

#### Step 1: Log-in to JOYCE

- 1. Go to <a href="https://quest.library.illinois.edu/Joyce/">https://quest.library.illinois.edu/Joyce/</a>
- 2. Log-in using your NetID and password

#### Step 2: Departments Tab

#### Check that you are on the departments tab

JOYCE: Jozzy Online Yellow Card Entry         Departments       Business Office       Human Resources       IT Help Desk       Reports       Approved Jab Descr         Departmental Queues         Department (Org. Code): Select a Department       Ite New Employee       Edd Department List         Employee Name (Type)       Date       IT       Department       Jobs         Comport Actions       Chosen       Pay Rate       Notes       Authorizing Supervisor       Current       Jobs         Database Connection: Data Source=mesd_profe_inBarn.illindis.adu/Linitial CatalogeHourlyEmployeess/Integrated Security=True       Jobs												
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#### Step 3: Select the Org. Code/Department

- 1. Click on the "Select a Department" dropdown menu
- 2. Select the org. code/department you are ending a position for



#### Step 4: Find the employee

Find the employee in the list for the org. code/department

### Step 5: Determine How to End the Position

A. If you are ending all positions in an org. code for an employee, select "<u>End All Jobs</u>" on one of their current positions.

End all jobs will not impact positions listed for other org. codes, positions at the library not requested through JOYCE like Graduate Assistantships, or other positions the employee may have on campus. This will be the only way to end the position if the employee only has one position in the org. code. You will not be able to add a new position for the employee for that org. until the End All Jobs has been approved.

B. If you are ending one position for an employee that has more than one position in the org. code, select "<u>End</u>" on the job you want to end.

<u>End</u> will only end that position and will not impact any other positions the employee has. This should be selected if the employee has more than one position in the org. code and you do not want to end all of them.





#### Step 6: Effective Date



# You must enter the last day that the employee will work for you.

#### Step 7: Ending Job Notes

Department (Org. Code):	
Employee NetID or UIN:	
Effective Date:	
Ending Job Notes:	
Notes for Library IT:	
For Voyager permissions	
use the link to the right:	<u>Request Alma Permissions</u>
Would You Rehire?	● Yes ○ No
	1
	Ok. Cancel

# Give a short explanation of why the job(s) need to be ended

### Step 8: Notes for Library IT

Department (Org. Code):	
Employee NetID or UIN:	
Effective Date:	
2	
Ending Job Notes:	
Notes for Library IT:	
For Voyager	
use the link to the right:	Request Alma Permissions
Would You Rehire?	● Yes ○ No
	Ac
	Ok Cancel

Enter notes for IT. Let IT know what permissions/access you need removed for this employee.

### Step 9: Would you rehire

Department (Org. Code):	
Employee NetID or UIN:	
Effective Date:	
ē.	
Ending Job Notes:	
Notes for Library IT:	
For Voyager	
use the link to the right:	Request Alma Permissions
Would You Rehire?	⊛ Yes ○ No
	Ok Cancel

## Select yes or no for would you rehire

### Step 10: Submit the Request

Department (Org. Code):	
Employee NetID or UIN:	
Effective Date:	
2	
Ending Job Notes:	
Notes for Library IT: For Voyager permissions use the link	Request Alma Permissions
Would You Rehire?	● Yes ○ No
	Ok: Cancel

#### Click Ok to submit the request

#### Warning Message

You may receive a warning message if the effective date you entered has already passed. Please check that the date is correct, click the override warnings box at the top, and click Ok again.

> Warning: The Effective Date for this change has already passed.

#### Questions?

Please contact Library HR <a href="libraryhr@library.illinois.edu">libraryhr@library.illinois.edu</a> if you have any questions about JOYCE or hourly employment.