

JOYCE

# How to End a Position

Last Revised: 9/27/2024

# Step 1: Log-in to JOYCE

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

# Step 2: Departments Tab

Check that you are on the departments tab



**JOYCE:** Jazzy Online Yellow Card Entry

Departments | Business Office | Human Resources | IT Help Desk | Reports | Instructions | Approved Job Descriptions

**Departmental Queues**

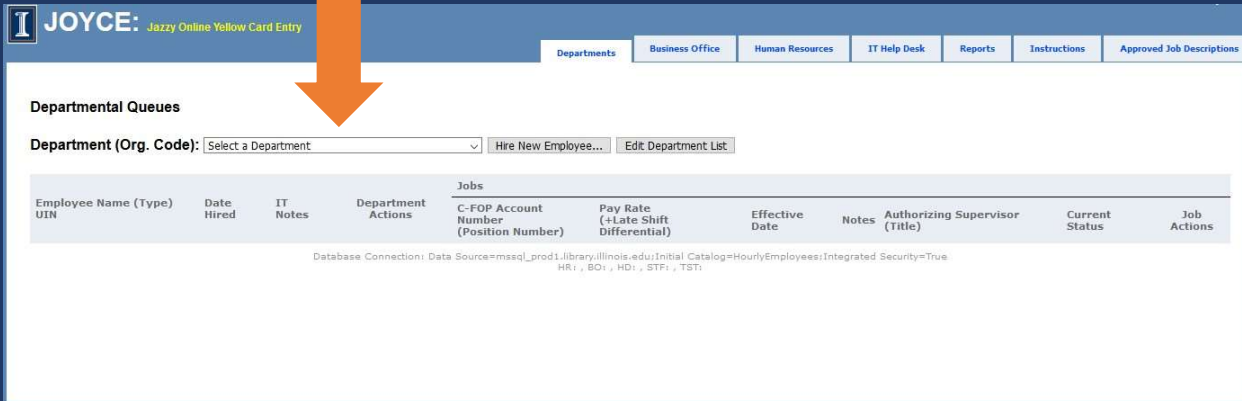
Department (Org. Code):

Employee Name (Type) UIN	Date Hired	IT Notes	Department Actions	Jobs						
				C-FOP Account Number (Position Number)	Pay Rate (+Late Shift Differential)	Effective Date	Notes	Authorizing Supervisor (Title)	Current Status	Job Actions

Database Connection: Data Source=mssql\_prod1.library.illinois.edu;Initial Catalog=HourlyEmployees;Integrated Security=True  
HR ; BO ; HD ; ST ; TST ;

# Step 3: Select the Org. Code/Department

1. Click on the “Select a Department” drop-down menu
2. Select the org. code/department you are ending a position for



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## Step 4: Find the employee

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

# Step 5: Determine How to End the Position

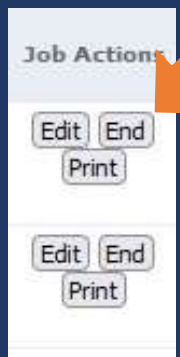
- A. If you are ending all positions in an org. code for an employee, select “End All Jobs” on one of their current positions.

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.

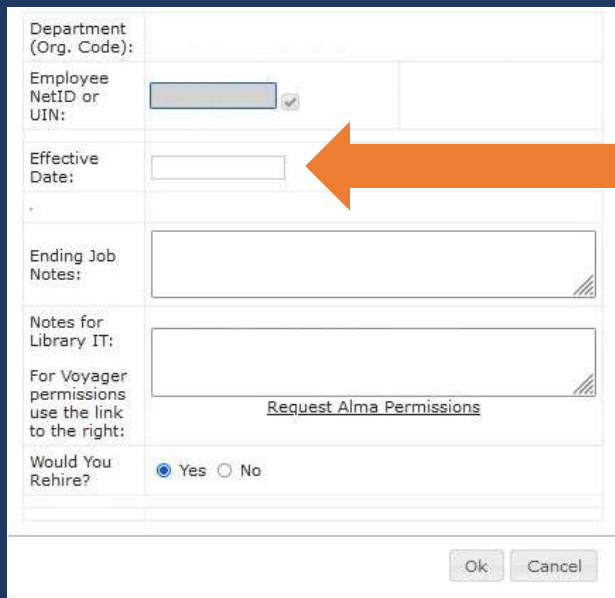


- B. If you are ending one position for an employee that has more than one position in the org. code, select “End” on the job you want to end.

End 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



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: [Request Alma Permissions](#)

Would You Rehire?  Yes  No

Ok Cancel

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:	<input type="text"/> <input checked="" type="checkbox"/>
Effective Date:	<input type="text"/>
Ending Job Notes:	<input type="text"/>
Notes for Library IT: For Voyager permissions use the link to the right:	<input type="text"/> <a href="#">Request Alma Permissions</a>
Would You Rehire?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Ok"/> <input type="button" value="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:	<input type="text"/> <input checked="" type="checkbox"/>
Effective Date:	<input type="text"/>
Ending Job Notes:	<input type="text"/>
Notes for Library IT:	<input type="text"/>
For Voyager permissions use the link to the right:	<a href="#">Request Alma Permissions</a>
Would You Rehire?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Ok"/> <input type="button" value="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:

Ending Job Notes:

Notes for Library IT:

For Voyager permissions 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:	<input type="text"/> <input checked="" type="checkbox"/>
Effective Date:	<input type="text"/>
Ending Job Notes:	<input type="text"/>
Notes for Library IT: For Voyager permissions use the link to the right:	<input type="text"/> <a href="#">Request Alma Permissions</a>
Would You Rehire?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Ok"/> <input type="button" value="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

[libraryhr@library.illinois.edu](mailto:libraryhr@library.illinois.edu) if you have any questions about JOYCE or hourly employment.