



Change In Status (CIS) Terminations Form

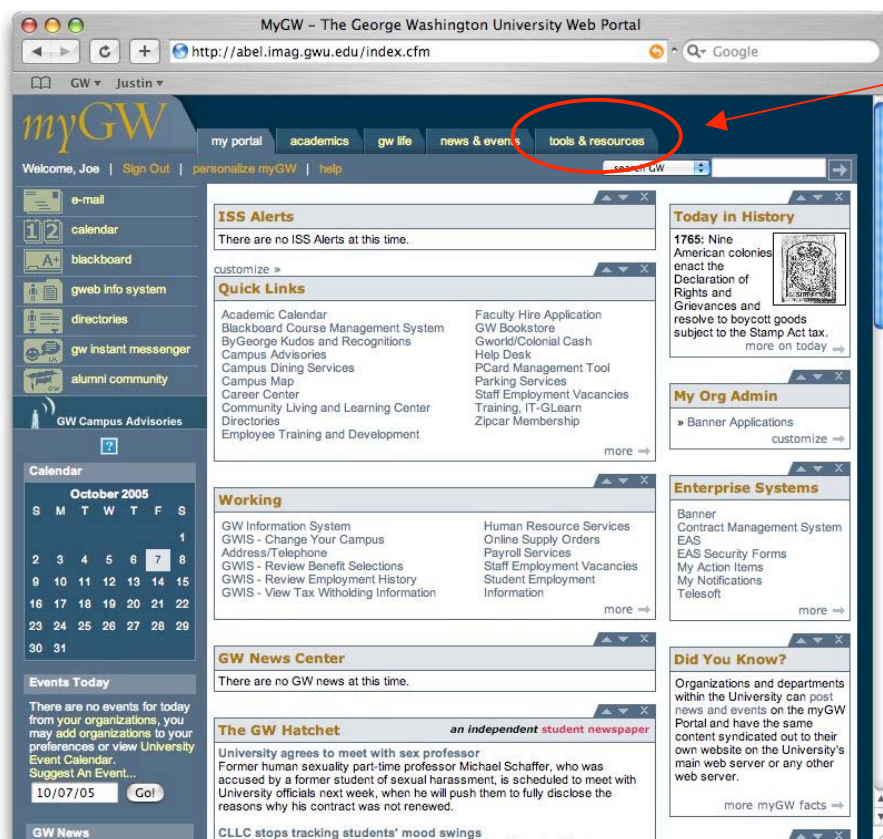
The Change In Status – Terminations Form has moved to the web. You can now access and complete the termination process entirely online.

Follow the instructions below to complete the CIS Termination Form.

Before you begin you'll need the following information:

- Employee ID
- Effective Date of the Employee's Termination
- Effective Date of the Job's Termination
- Termination Reason
- Last Work Date
- Attachments –
 - Leave Record,
 - Resignation Letter and/or Letter to Employee
- Leave Balances, if necessary – for annual or sick leave

1. Getting to the new CIS Termination Form



Log into the myGW portal.
Click on **Tools & Resources**
from the tab menu at the top
of the screen.

2. Locating HR Forms

The screenshot shows the MyGW web portal interface. The left sidebar contains navigation links like e-mail, calendar, blackboard, and gwweb info system. The main content area is divided into several sections: Tool & Resource Links, Computing, Finance, Working, and Facilities. On the right side, there are sections for Enterprise Systems, Training Links, and Maps & Directions. The HR Forms section is located at the bottom right, listing various forms such as Benefits Forms, Change In Status - Terminations, Direct Deposit Election, Employment Application, Employment Eligibility Verification, Faculty Hire Application, and Tax Forms. A red circle highlights the HR Forms section, and a red arrow points to the 'more' link at the end of the list.

Under the HR Forms section in the right hand column, select **Change In Status – Terminations**. This will take you to the new CIS Terminations Form.

NOTE: If you do not see the form in the list provided, you can locate CIS by selecting the **More** button at the end of the list. Choosing More will give you a full list of HR Forms.

3. The Change In Status Form

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_main_menu.cfm

myGW

CHANGE IN STATUS

home help sign out

MAIN MENU

TERMINATIONS

- Create a Termination Form
- Open Saved Termination Forms
- Re-open Rejected Termination Forms
- View Submitted/Approved Termination Forms
- View Notifications

Reference Materials

- Termination Training Manual

This is the CIS Homepage. To begin the termination process, click **Create a Termination Form** under Terminations in the Main Menu.

4. Step 1 – Employee Information

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step1_form.cfm?new=1

myGW

CHANGE IN STATUS

home help sign out

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 1: EMPLOYEE INFORMATION

Specify Employee Information.

Name: Approval Status: New Last Paid Date:

Employee ID

Date Prepared 10/7/2005

Effective Date of Change 10/7/2005 Employee Class

Home Organization Code/Desc

Employee W4 Address Employee Campus Address

Exit Save & Exit Save & Continue

Enter the employee's ID number in the space provided on the form. After you have entered the **Employee ID**, press the TAB key on your keyboard.

NOTE: After you enter the Employee ID, the system pulls data from Banner and populates the remaining fields of the form. (See next screen shot)

ERROR MESSAGE: If you don't have access to the employee and his/her jobs, you'll receive a Banner security access message with instructions on how to proceed.

5. Enter Employee ID

Change In Status - MyGW - The George Washington University Web Portal

myGW

CHANGE IN STATUS

MAIN MENU

STEP 1: EMPLOYEE INFORMATION

Specify Employee Information.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Employee ID: 666445555 Date Prepared: 10/7/2005

Effective Date of Change: 11/2 Employee Class: S3 UV Staff - Non-Exempt - RFT

Home Organization Code/Desc: 152701 ADMINISTRATION-MUSIC

Employee Campus Address: Administration-Music, 801 22nd Street NW Room B141, Washington DC 20052

Exit Save & Exit Save & Continue

After you have entered the Employee ID, you must now choose an **Effective Date of Change**. This date is defaulted on future screens.

NOTE: Enter the Effective Date in the following format – (MM/DD/YY) or (MM/DD/YYYY). For example, June 27, 2006 would be entered as 06/27/06 or 06/27/2006.

When you have entered the correct Date of Change, click the **Save & Continue** button at the bottom of the screen.

6. Step 2 – Active Position Information

Change In Status - MyGW - The George Washington University Web Portal

myGW

CHANGE IN STATUS

MAIN MENU

STEP 2: ACTIVE POSITION INFORMATION

Review the Active Position Information. Make applicable changes to the job change reason and effective date.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Select All ☐ Job Information

Select	Position	Suffix	Job Title	Job Type	Rate/Salary
<input type="checkbox"/>	102736	00	Jv Sec Ft	Primary	

Job Change Reason: [Dropdown Menu]

Effective Termination Date: [Date Field]

Last Paid Date: 02/12/2005

Exit Save & Exit Save & Continue

NOTE: Make sure you check the position box on the far left hand side of the screen.

In Step 2, you're asked to submit a **Job Change Reason**. Using the drop down menu, select one of the options.

NOTE: Make sure you have the correct **Termination Date** entered.

In this step you're terminating the position. In **Step 3**, you'll select the termination reason for the employee.

6. Step 2 – Labor Distribution

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step2_form.cfm?CFID=194

myGW

home help sign out

CHANGE IN STATUS

MAIN MENU

- Employee Information
- Active Position Information
- Employee Termination Information
- Attachments & Remarks
- Levels of Approval & Notifications

STEP 2: ACTIVE POSITION INFORMATION

Review the Active Position Information. Make applicable changes to the job change reason and effective date.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Select All ☐

Job Information

Select ☐ Position Suffix Job Title Job Type Rate/Salary

102736 00 Uv Sec Ft Primary

ECLS Job Begin Date Job Change Reason Approval Status

S3 02/19/2002 New

Last Paid Date Effective Termination Date

02/12/2005 1 2

Labor Distribution

Position	Suffix	Index	Fund	Orgn	Acct	Progr	Labor Distribution
102736	00	152701	110100	152701	51211	ID21	100.00

Exit Save & Exit Save & Continue

If you'd like to see the Labor Distribution for a position, click the **Labor Distribution** button to the right.

NOTE: Clicking the button will reveal the relevant Labor Distribution information for the position.

Press the **Save & Continue** button to proceed.

Employees with More than one Position

Change In Status - MyGW - The George Washington University Web Portal

URL: https://abel.imag.gwu.edu:443/mod/cis/dsp_step2_form.cfm?CFID=...

myGW

CHANGE IN STATUS

MAIN MENU

Employee Information | Active Position Information | Employee Termination Information | Attachments & Remarks | Levels of Approval & Notifications

STEP 2: ACTIVE POSITION INFORMATION

Review the Active Position Information. Make applicable changes to the job change reason and effective date.

Name: Baldwin, Francesca | Approval Status: New | Last Paid Date: 02/28/2005

Select All

Job Information

Select	Position	Suffix	Job Title	Job Type	Rate/Salary
<input type="checkbox"/>	103259	00	Uv Faculty Regular	Primary	
<input type="checkbox"/>	183683	00	Uv Faculty Administrators	Secondary	

Job Change Reason: [Dropdown Menu]

Approval Status: New

Last Paid Date: 02/28/2005

Effective Termination Date: [Date Picker]

Labor Distribution: [Dropdown Menu]

Position	Suffix	Index	Fund	Orgn	Acct	Position Labor Distribution
103259	00	153601	110100	153601	51111	100.00
183683	00	166301	110100	166301	51111	100.00

Exit | Save & Exit | Save & Continue

If an employee holds more than one position, you will see the secondary position (as in the example here) displayed as well. **However you will only see jobs for which you have access.**

You must select which job you want to terminate by putting a check mark in the appropriate boxes – here you have two options.

Select the job you wish to terminate and click **Save & Continue**.

Change In Status - MyGW - The George Washington University Web Portal

URL: https://abel.imag.gwu.edu:443/mod/cis/dsp_step2_form.cfm?CFID=...

myGW

CHANGE IN STATUS

MAIN MENU

Employee Information | Active Position Information | Employee Termination Information | Attachments & Remarks | Levels of Approval & Notifications

STEP 2: ACTIVE POSITION INFORMATION

Review the Active Position Information. Make applicable changes to the job change reason and effective date.

Name: Baldwin, Francesca | Approval Status: New | Last Paid Date: 02/28/2005

Select All

Job Information

Select	Position	Suffix	Job Title	Job Type	Rate/Salary
<input type="checkbox"/>	103259	00	Uv Faculty Regular	Primary	
<input checked="" type="checkbox"/>	183683	00	Uv Faculty Administrators	Secondary	

Job Change Reason: [Faculty-End of Temp Appt]

Approval Status: New

Last Paid Date: 02/28/2005

Effective Termination Date: 11/25/2005

Labor Distribution: [Dropdown Menu]

Position	Suffix	Index	Fund	Orgn	Acct	Position Labor Distribution
103259	00	153601	110100	153601	51111	100.00
183683	00	166301	110100	166301	51111	100.00

Exit | Save & Exit | Save & Continue

Select the job(s) you wish to terminate.

Then choose a Job Change Reason from the drop down menu.

Click Save & Continue to proceed.

7. Part 3 – Employee Termination Information

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step3_form.cfm?CFID=194

myGW

CHANGE IN STATUS

MAIN MENU

- Employee Information
- Active Position Information
- Employee Termination Information
- Attachments & Remarks
- Levels of Approval & Notifications

STEP 3: EMPLOYEE TERMINATION INFORMATION

Review the Employee Termination Reason, Date and Last Work Date.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Termination Reason: [Dropdown Menu]

Termination Date: 06/27/2006

Last Work Day: 06/27/2006

Leave Balances:

- Annual: [Text Box] (hours)
- Sick: [Text Box] (hours)

Exit Save & Exit Save & Continue

In Part 3, you'll need to choose a **Termination Reason** (see next screen shot) from the drop down menu.

NOTE: Include outstanding **Annual and Sick Leave Balances** in the spaces provided. You will not be able to proceed if you leave these fields blank. These fields will not be visible for Faculty and non-benefited employees.

NOTE: This step terminates the employee record. You will not be able to terminate the employee without first terminating the Primary Job.

8. Choose a Termination Reason

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step3_form.cfm?CFID=194

myGW

CHANGE IN STATUS

MAIN MENU

- Employee Information
- Active Position Information
- Employee Termination Information
- Attachments & Remarks
- Levels of Approval & Notifications

STEP 3: EMPLOYEE TERMINATION INFORMATION

Review the Employee Termination Reason, Date and Last Work Date.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Termination Reason: [Dropdown Menu]

Termination Date: [Text Box]

Last Work Day: [Text Box]

Leave Balances:

- Annual: [Text Box] (hours)
- Sick: [Text Box] (hours)

Exit Save & Exit Save & Continue

Select a **Termination Reason** from the drop down list provided.

Again, be sure to enter the employee's **Leave Balances**.

Press the **Save & Continue** button to proceed.

Leave Balances are not required for Faculty or for non-benefited employees.

9. Step 4 – Attachments and Remarks

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step4_form.cfm?CFID=15

myGW

home help sign out

CHANGE IN STATUS

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 4: ATTACHMENTS AND REMARKS

Please select applicable remarks and upload any relevant attachments.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Remarks

☐ Needs security escort

☐ Employee will return as a subcontractor.

☐ Employee indicates that the job requires too much travel

☐ Employee gave two or more weeks notice

Attachments

Leave Record

-File or Fax Needed-

Resignation Letter

-File or Fax Needed-

Delete Checked Items

Attach New File:

Type: [dropdown]

File: Choose File no file selected

or, ☐ will fax this item Add

Print Fax Cover

To attach a document, select file type from the drop down list, browse to the file to be attached, and click the "Add" button.

Alternatively, you may indicate that the document will be faxed by selecting the file type, clicking the "will fax this item" checkbox and clicking the "Add" button.

Exit Save & Exit Save & Continue

Step 4 asks that you include any relevant attachments to process the termination.

You have the option to upload or fax either a **Leave Record** or a **Resignation Letter**.

NOTE: Attachments are based on employee class, termination reason and benefit category. If the termination is a dismissal then an Employee Letter is requested.

10. Uploading a File

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step4_form.cfm?CFID=15

myGW

CHANGE IN STATUS

MAIN MENU

Employee Information | Active Position Information | Employee Termination Information | **Attachments & Remarks** | Levels of Approval & Notifications

STEP 4: ATTACHMENTS AND REMARKS

Please select applicable remarks and upload any relevant attachments.

Name: Battersby, Janice | Approval Status: New | Last Paid Date: 03/12/2005

Remarks

- ☐ Needs security escort
- ☐ Employee will return as a subcontractor.
- ☐ Employee indicates that the job requires too much travel
- ☐ Employee gave two or more weeks notice

Attachments

Leave Record

-File or Fax Needed-

Resignation Letter

-File or Fax Needed-

Delete Checked Items

Attach New File:

Type: ✓

File: **Leave Record**

Resignation Letter

or, ☐ will fax this item

Add

Print Fax Cover

To attach a document, select file type from the drop down list, browse to the file to be attached, and click the "Add" button.

Alternatively, you may indicate that the document will be faxed by selecting the file type, clicking the "will fax this item" checkbox and clicking the "Add" button.

Exit | Save & Exit | Save & Continue

Choose the file type you wish to upload from the drop down menu. In this case, we've chosen the **Leave Record**.

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step4_form.cfm?CFID=15

myGW

CHANGE IN STATUS

MAIN MENU

Employee Information | Active Position Information | Employee Termination Information | **Attachments & Remarks** | Levels of Approval & Notifications

STEP 4: ATTACHMENTS AND REMARKS

Please select applicable remarks and upload any relevant attachments.

Name: Battersby, Janice | Approval Status: New | Last Paid Date: 03/12/2005

Remarks

- ☐ Needs security escort
- ☐ Employee will return as a subcontractor.
- ☐ Employee indicates that the job requires too much travel
- ☐ Employee gave two or more weeks notice

Attachments

Leave Record

-File or Fax Needed-

Resignation Letter

-File or Fax Needed-

Delete Checked Items

Attach New File:

Type: ✓

File: **Leave Record**

Resignation Letter

or, ☐ will fax this item

Add

Print Fax Cover

To attach a document, select file type from the drop down list, browse to the file to be attached, and click the "Add" button.

Alternatively, you may indicate that the document will be faxed by selecting the file type, clicking the "will fax this item" checkbox and clicking the "Add" button.

Exit | Save & Exit | Save & Continue

To upload a file, select the appropriate record type from the drop down menu here.

Next use the **Choose File** button to locate the file you wish to upload on your computer.

Finally, be sure to click the **Add** button to complete the upload. You will notice the file is now present in the **Attachments** column under Last Paid Date. (See next screen shot).

Change In Status - MyGW - The George Washington University Web Portal
 https://abel.imag.gwu.edu:443/mod/cis/dsp_step4_form.cfm

myGW

CHANGE IN STATUS

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 4: ATTACHMENTS AND REMARKS

Please select applicable remarks and upload any relevant attachments.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Remarks	Attachments
<input type="checkbox"/> Needs security escort <input type="checkbox"/> Employee will return as a subcontractor. <input type="checkbox"/> Employee indicates that the job requires too much travel <input type="checkbox"/> Employee gave two or more weeks notice	<p>Leave Record</p> <p>-File or Fax Needed-</p> <p>Resignation Letter</p> <p>resignation.doc <input type="checkbox"/></p> <p>Delete Checked Items</p> <p>Attach New File:</p> <p>Type <input type="text"/></p> <p>File <input type="button" value="Choose File"/> no file selected</p> <p>or, <input type="checkbox"/> will fax this item <input type="button" value="Add"/></p> <p>To attach a document, select file type from the drop down list, browse to the file to be attached, and click the "Add" button.</p> <p>Alternatively, you may indicate that the document will be faxed by selecting the file type, clicking the "will fax this item" checkbox and clicking the "Add" button.</p>

Print Fax Cover

Exit Save & Exit Save & Continue

Make sure your document has been up loaded correctly.

You'll see the document in the **Attachments** column with a check box to the right of the document if the upload was successful.

11. Faxing Leave or Resignation Letters

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step4_form.cfm

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home help sign out

CHANGE IN STATUS

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 4: ATTACHMENTS AND REMARKS

Please select applicable remarks and upload any relevant attachments.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Remarks

☐ Needs security escort
☐ Employee will return as a subcontractor.
☐ Employee indicates that the job requires too much travel
☐ Employee gave two or more weeks notice

Attachments

Leave Record

-File or Fax Needed-

Resignation Letter

{will fax}

Delete Checked Items

Attach New File:

Type: [dropdown]

File: Choose File no file selected

Print Fax Cover

☐ or, will fax this item Add

To attach a document, select file type from the drop down list, browse to the file to be attached, and click the "Add" button.

Alternatively, you may indicate that the document will be faxed by selecting the file type, clicking the "will fax this item" checkbox and clicking the "Add" button.

Exit Save & Exit Save & Continue

You may also choose the **Will Fax This Item** option.

Select the **Will Fax This Item** check box below the Choose File button.

Press the **Add** button to complete the transaction.

Make sure the **Will Fax** message appears in brackets in the Attachments column.

12. Including Remarks

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step4_form.cfm

myGW

CHANGE IN STATUS

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 4: ATTACHMENTS AND REMARKS

Please select applicable remarks and upload any relevant attachments.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Remarks

- ☐ Needs security escort
- ☐ Employee will return as a subcontractor.
- ☐ Employee indicates that the job requires too much travel
- ☒ Employee gave two or more weeks notice

Attachments

Leave Record

-File or Fax Needed-

Resignation Letter

-File or Fax Needed-

Delete Checked Items

Attach New File:

Type: [dropdown]

File: [Choose File] no file selected

or, ☐ will fax this item [Add]

Print Fax Cover

To attach a document, select file type from the drop down list, browse to the file to be attached, and click the "Add" button.

Alternatively, you may indicate that the document will be faxed by selecting the file type, clicking the "will fax this item" checkbox and clicking the "Add" button.

Exit Save & Exit Save & Continue

You may wish to include remarks as well by clicking on the check box next to the appropriate remark. Human Resources is responsible for the maintenance of the list of remarks.

Again, be sure to click **Save & Continue** before you proceed.

13. Using the Print Fax Cover Option

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step4_form.cfm

myGW

CHANGE IN STATUS

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 4: ATTACHMENTS AND REMARKS

Please select applicable remarks and upload any relevant attachments.

Name: Battersby, Janice Approval Status: New Last Paid Date: 03/12/2005

Remarks

☐ Needs security escort

☐ Employee will return as a subcontractor.

☐ Employee indicates that the job requires too much travel

☐ Employee gave two or more weeks notice

Attachments

Leave Record

-File or Fax Needed-

Resignation Letter

-File or Fax Needed-

Delete Checked Items

Attach New File:

Type: [dropdown]

File: [Choose File] no file selected

or, ☐ will fax this item [Add]

To attach a document, select file type from the drop down list, browse to the file to be attached, and click the "Add" button.

Alternatively, you may indicate that the document will be faxed by selecting the file type, clicking the "will fax this item" checkbox and clicking the "Add" button.

Exit Save & Exit Save & Continue

Print Fax Cover will create a fax cover sheet with the needed information. (See screen shot below).

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_fax_view.cfm

GW Justin

FAX

Print this Page

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON DC

To: Human Resources Department From: Brewer, Joe

Fax: 202-994-9361 Phone: 202-994-8758

Phone: 202-994-9640 Date: October 7, 2005

Re: Change in Status: Attachments for Battersby, Janice

Effective Date of Change 06/27/2006	Date Prepared 10/07/2005	Last Paid Date 03/12/2005	Approval Status New
Termination Number 232	Name: Last, First MI Battersby, Janice		
Employee Class Description S3 - UV Staff - Non-Exempt - RFT	Termination Date 06/27/2006	Last Work Date 06/27/2006	
Home Orgn Code/Description 152701 ADMINISTRATION-MUSIC	Campus Address Administration-Music 801 22nd Street NW Room B141 Washington DC 20052		

Using the Print Fax Cover feature will produce a printable record.

14. Step 5 – Approval and Notification Assignment

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step5_form.cfm

myGW

home help sign out

CHANGE IN STATUS

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 5: APPROVAL AND NOTIFICATION ASSIGNMENT

Please Review and print the termination form. After review, please select the appropriate approvers, and select any other optional parties that need to be notified of this termination.

Name: Baldwin, Francesca Approval Status: New Last Paid Date: 02/28/2005

Initiator Name: Brewer, Joe Phone: 202-994-8758 Net ID: jbrewer

View printable version of the completed Change in Status Form.

Position: 103259-00 Uv Faculty Regular ECLS: F2 Job Type: Primary Status: New

1. Supervisor Approval (Please select a valid alternate supervisor for approval since there is no default value.)

☐ Use default Net ID: @gwu.edu ☒ Use alternate Net ID: @gwu.edu

2. VP/Dean Approval (at least one approver required for University faculty positions)

Approval Group 1: Approval Group 2:

Select Notifications

Individual: @gwu.edu

University Budget Office: University Budget Office (required)

HR Departmental:

VP/Dean:

Exit Save & Exit Submit

Step 5 requires that you notify the appropriate approvers for the termination transaction.

Use the **View** button to print a copy of the CIS Termination form for your records.

A supervisor approval is required for those positions that report to another position. "The reports to" supervisor Net ID will default into the first Supervisor Approval Field. If there is no one currently in the "reports to" position an Alternate Net ID will be required.

One way to simply notify the supervisor of the termination would be for the initiator to enter his/her own Net ID into the Alternate Net ID field.

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step5_form.cfm

myGW

CHANGE IN STATUS

MAIN MENU

Employee Information | Active Position Information | Employee Termination Information | Attachments & Remarks | Levels of Approval & Notifications

STEP 5: APPROVAL AND NOTIFICATION ASSIGNMENT

Please Review and print the termination form. After review, please select the appropriate approvers, and select any other optional parties that need to be notified of this termination.

Name: Baldwin, Francesca | Approval Status: New | Last Paid Date: 02/28/2005

Initiator Name: Brewer, Joe | Phone: 202-994-8758 | Net ID: jbrewer

View a printable version of the completed Change in Status Form.

Position: 103259-00 Uv Faculty Regular | ECLS: F2 | Job Type: Primary | Status: New

1. Supervisor Approval (Please select a valid alternate supervisor for approval since there is no default value.)

☐ Use default Net ID: @gwu.edu ☒ Use alternate Net ID: @gwu.edu

2. VP/Dean Approval (at least one approver required for University faculty positions)

Approval Group 1:
 Dean - School of Business
 Dean - School of Engineering and Applied Sciences
 Dean - Columbian College
 VP - ISS
 Dean - Honors
 Dean - Education
 Dean - Law
 VP - Medical Center

Approval Group 2:

Exit | Save & Exit | Submit

If you'll need approval from a Dean or VP, use the drop down menu provided to route it to the correct person.

A Dean or VP Approval is only required for University Faculty. Other departments may choose to make this field required due to their procedures.

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step5_form.cfm

myGW

CHANGE IN STATUS

MAIN MENU

Employee Information | Active Position Information | Employee Termination Information | Attachments & Remarks | Levels of Approval & Notifications

STEP 5: APPROVAL AND NOTIFICATION ASSIGNMENT

Please Review and print the termination form. After review, please select the appropriate approvers, and select any other optional parties that need to be notified of this termination.

Name: Baldwin, Francesca | Approval Status: New | Last Paid Date: 02/28/2005

Initiator Name: Brewer, Joe | Phone: 202-994-8758 | Net ID: jbrewer

View a printable version of the completed Change in Status Form.

Position: 103259-00 Uv Faculty Regular | ECLS: F2 | Job Type: Primary | Status: New

1. Supervisor Approval (Please select a valid alternate supervisor for approval since there is no default value.)

☐ Use default Net ID: @gwu.edu ☒ Use alternate Net ID: @gwu.edu

2. VP/Dean Approval (at least one approver required for University faculty positions)

Approval Group 1:
 Approval Group 2:

Select Notifications

Individual: jmass @gwu.edu

University Budget Office: University Budget Office (required)

HR Departmental: ISS Human Resources

VP/Dean: VP - ISS

Exit | Save & Exit | Submit

You may also elect to have notifications sent to other individuals or groups using the **Select Notifications** feature at the bottom of the screen.

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_step5_form.cfm

myGW

CHANGE IN STATUS

MAIN MENU

1 Employee Information 2 Active Position Information 3 Employee Termination Information 4 Attachments & Remarks 5 Levels of Approval & Notifications

STEP 5: APPROVAL AND NOTIFICATION ASSIGNMENT

Please Review and print the termination form. After review, please select the appropriate approvers, and select any other optional parties that need to be notified of this termination.

Name: Baldwin, Francesca Approval Status: New Last Paid Date: 02/28/2005

Initiator Name: Brewer, Joe Phone: 202-994-8758 Net ID: jbrewer

View a printable version of the completed Change in Status Form.

Position: 103259-00 Uv Faculty Regular ECLS: F2 Job Type: Primary Status: New

1. Supervisor Approval (Please select a valid alternate supervisor for approval since there is no default value.)

☐ Use default Net ID: [] @gwu.edu ☒ Use alternate Net ID: [] @gwu.edu

2. VP/Dean Approval (at least one approver required for University faculty positions)

Approval Group 1: [] Approval Group 2: []

Select Notifications

Individual: [] @gwu.edu

University Budget Office: [University Budget Office] (required)

HR Departmental: [ISS Human Resources]

VP/Dean: [VP - ISS]

Exit Save & Exit Submit

When you've completed the CIS Terminations Form, be sure to click the Save & Exit button to complete your transaction.

Pressing **Save & Exit** will end your CIS Termination session and return you to the main menu. Save & Exit will allow you to save the form to return to later for modifications.

By pressing **Submit** the form will enter workflow for the approval and completion process. You will not be able to modify the form unless it is rejected by one of the approvers.

15. Options after CIS Submission

Change In Status - MyGW - The George Washington University Web Portal

https://abel.imag.gwu.edu:443/mod/cis/dsp_main_menu.cfm

myGW

CHANGE IN STATUS

MAIN MENU

MAIN MENU

TERMINATIONS

Create a Termination Form

Open Saved Termination Forms

Re-open Rejected Termination Forms

View Submitted/Approved Termination Forms

View Notifications

Reference Materials

Termination Training Manual

After completing the CIS Termination Form, you will be returned to the **CIS Main Menu**.

From the Main Menu screen you have the option to view **Saved, Rejected, or Submitted/Approved** Termination Forms by selecting the appropriate link under the Terminations menu.

See the screen shots below for examples of each.

Change In Status - MyGW - The George Washington University Web Portal

myGW

CHANGE IN STATUS

home help sign out

MAIN MENU

FORMS

Sort By: Date Prepared

Form ID	Effective Date	Date Prepared	Home Orgn	Name: Last, First MI	Delete?
311	10/20/2005	10/20/2005	ADMINISTRATION-MUSIC	Meyer, Geoffrey	<input type="checkbox"/>
303	10/28/2005	10/19/2005	UNIVERSITY BUDGET OFFICE	Clemens, Lacey J	<input type="checkbox"/>
302	10/28/2005	10/19/2005	DEPARTMENT OF HEALTH POLICY	Ravage, Jackson E	<input type="checkbox"/>
299	10/28/2005	10/19/2005	ADMINISTRATION-EVENT PLANNING	Hawthorn, Cassie B	<input type="checkbox"/>

Delete Checked Items

Open Saved Termination Forms.

You can return to complete saved forms from a previous session.

Change In Status - MyGW - The George Washington University Web Portal

myGW

CHANGE IN STATUS

home help sign out

MAIN MENU

REJECTED FORMS

Filter Forms By:

Sort By: Date Prepared

Form ID	Effective Date	Date Prepared	Home Orgn	Name: Last, First MI	Form Status	View History
272	10/27/2005	10/17/2005	ADMIN- SLAVIC LANGUAGE & LITURATURE	Baldwin, Francesca	Termination Approvals In Progress	History

Rejected Forms

You can view forms that you submitted for termination that were rejected by the approver.

Submitted / Approved Forms

You can view the termination forms that you submitted for approval.

If you check this checkbox **Completed forms** will appear as well.

You can check the status of each form and view the history of the submission as well.

Notifications

In Notifications you can view pending terminations that need your approval.

CIS Termination Form

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www.gwu.edu/~banner

