



## **Time & Labor (OTL)**

Find Terminated Employees in  
an Organization

DoDEA R12 Work Instructions



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## Document Control

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### Change Record

Date	Author	Version	Change Reference
10-Aug-2015	Andrew Frankart	1.0	Initial Document
11-Aug-2015	Kimberley Gragg	2.0	DoDEA Updates
05-Jan-2017	Kimberley Gragg	3.0	DoDEA Updates

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### Reviewers

Date	Name	Position

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### Distribution

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## Business Process Description

Use this procedure to locate which employees were terminated in an organization for a given time period.

### Trigger

- Perform this procedure when you need to find terminated employees in an organization within a specific time period.

### Prerequisites

- Employee has been terminated in DAI

### Responsibilities

- HR CSR DoDEA

### Menu Path

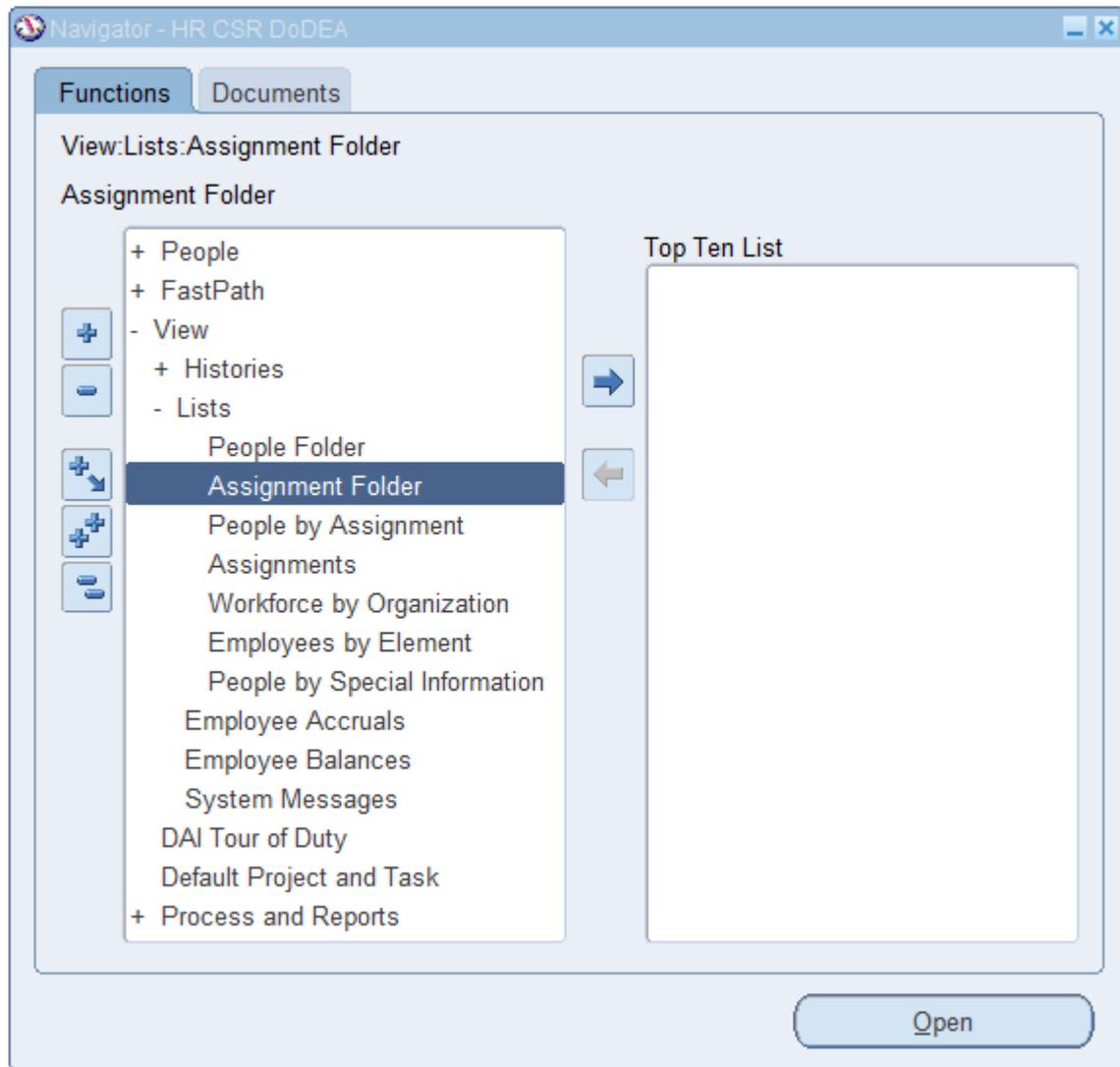
Use the following menu path(s) to begin this task:

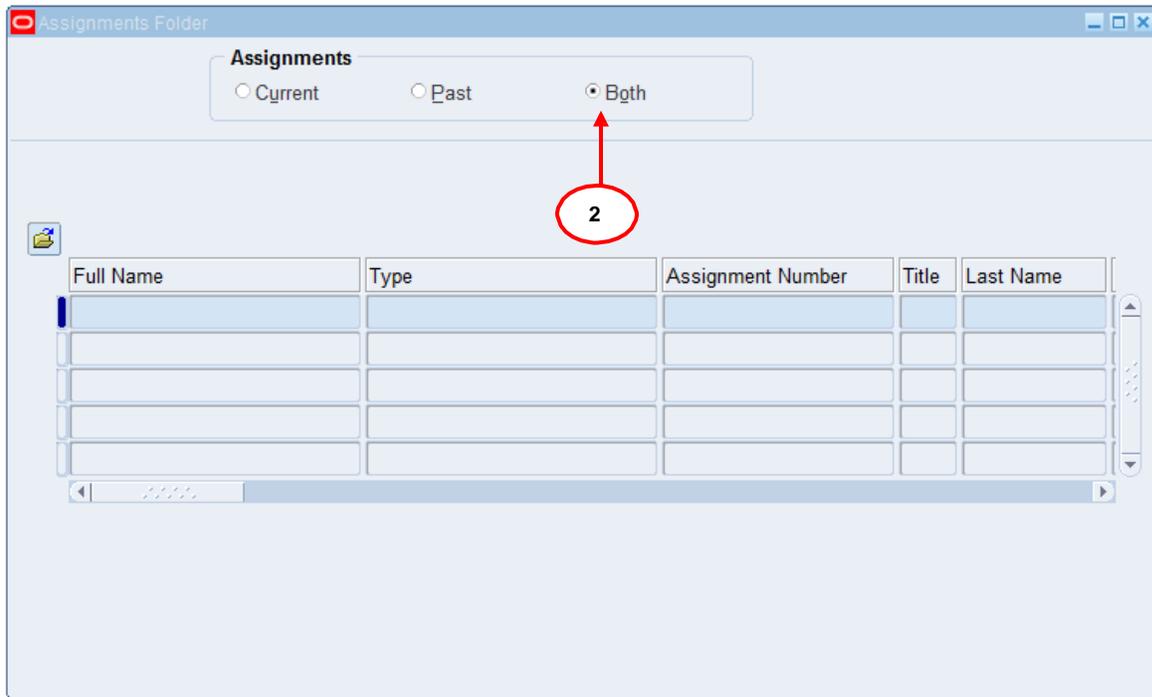
- View → Lists → Assignment Folder



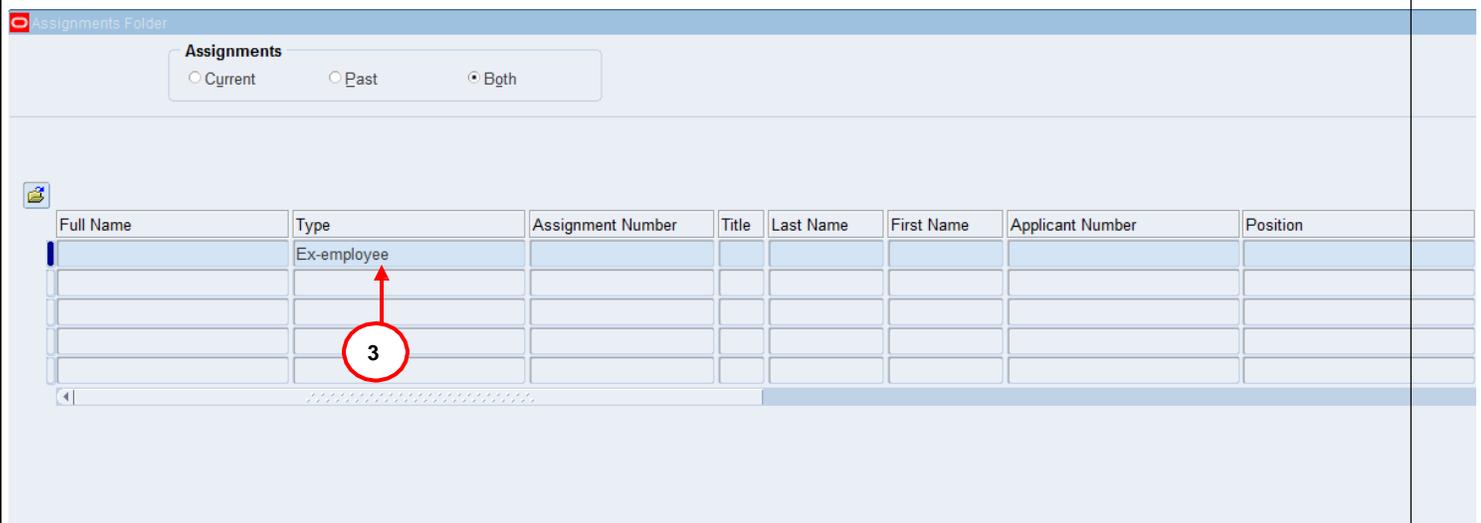
## Locate Terminated Employees in an Organization

1. Start the task using the responsibility and menu path to open the **Assignment Folder** form.
  - **Responsibility:** HR CSR DoDEA
  - **Menu Path:** View → Lists → Assignment Folder





2. **Assignments:** Select **Both** and press **F11** to enter query mode. (Fields will turn blue in query mode).



3. **Type** – In the **Type** field, enter “**Ex-employee.**”

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Organization	Payroll	Reason	Salary Basis	Assignment Category
VICENZA ES				

4

4. **Organization** – In the **Organization** field, enter the Organization (School, DSO, etc.) that you are researching.

File Edit View Folder Tools Window Help

Assignments Folder

Assignments

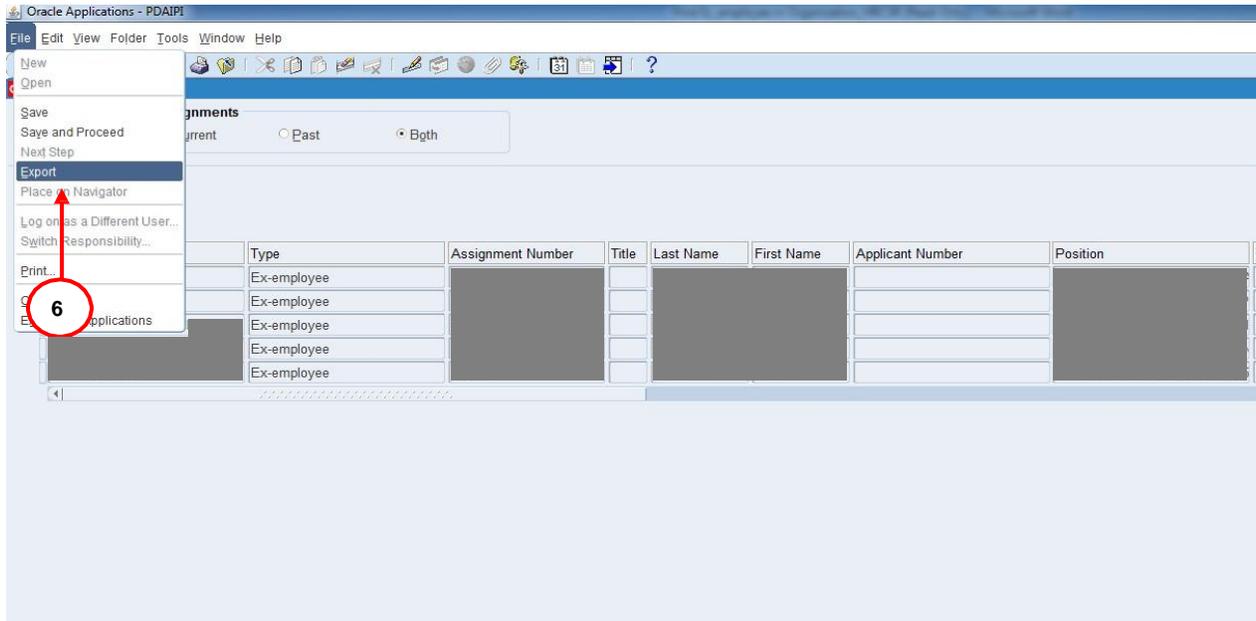
Current  Past  Both

Full Name	Type	Assignment Number	Title	Last Name	First Name	Applicant Number	Position	Grade Ladder	Grade	Status
	Ex-employee								TP.CB	P-Date of Separ
	Ex-employee								GS.04	P-Date of Separ
	Ex-employee								TP.CD	P-Date of Separ
	Ex-employee								GS.04	P-Date of Separ
	Ex-employee								TP.AA	P-Date of Separ

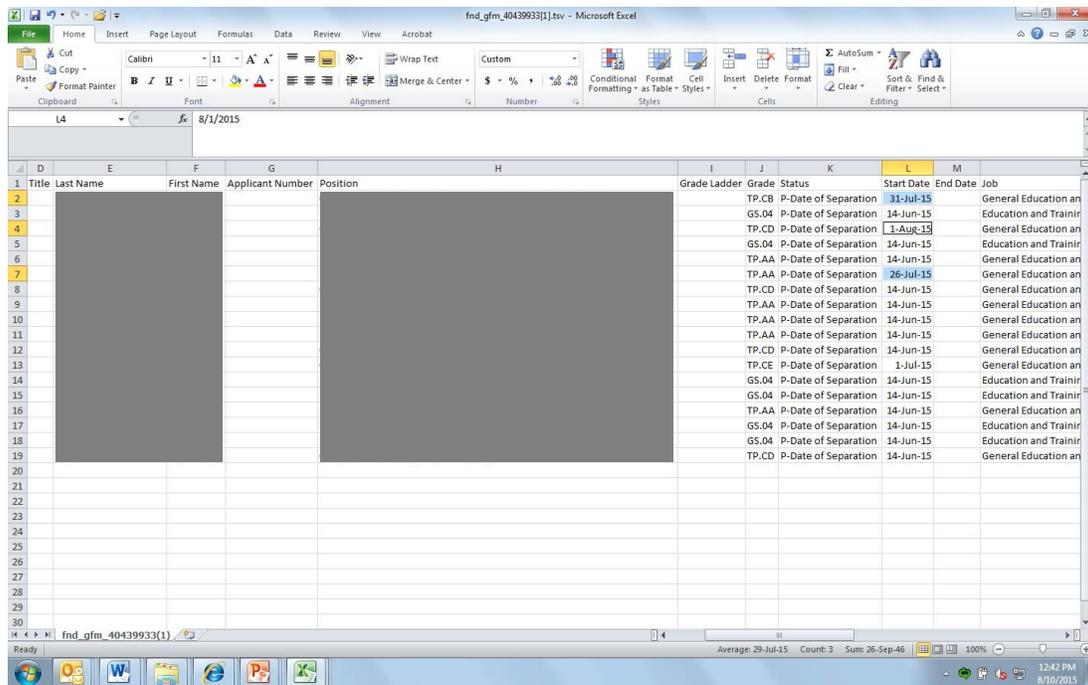
5. Press **CTRL+F11** to execute the search. This will show all Ex-employees within that Organization.

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6. To sort the results, click **File** and **Export**.



7. Locate the person that was terminated in the given period and review their timecard.