Time & Labor (OTL)

Find Terminated Employees in an Organization

DoDEA R12 Work Instructions
Document Control

Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Aug-2015</td>
<td>Andrew Frankart</td>
<td>1.0</td>
<td>Initial Document</td>
</tr>
<tr>
<td>11-Aug-2015</td>
<td>Kimberley Gragg</td>
<td>2.0</td>
<td>DoDEA Updates</td>
</tr>
<tr>
<td>05-Jan-2017</td>
<td>Kimberley Gragg</td>
<td>3.0</td>
<td>DoDEA Updates</td>
</tr>
</tbody>
</table>

Reviewers

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
</table>

Distribution

<table>
<thead>
<tr>
<th>Copy No.</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note to Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.
Table of Contents

DOCUMENT CONTROL...........................................................................................................................................II

BUSINESS PROCESS DESCRIPTION .....................................................................................................................4
  Locate Terminated Employees in an Organization..............................................................................................5
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.”**
OTL Find Terminated Employees in an Organization

Find Terminated Employees in an Organization Work Instructions
Defense Agencies Initiative

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

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

Instructions

Defense Agencies Initiative

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

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