TERMINATION FORM JOB AID

In AXESS: Resources Tab > Postdoctoral Administrative Forms > Termination Form

1. **To create a new Termination Form, click "Add"**
    a. BIO DEMO BOX
        i. Student ID Field: Enter the student ID number, OR
        i. Click the magnifying glass to "look up" the student ID
            1. In the Look Up Box enter the postdoc surname in the Last Name Field, click "Look Up"
            2. From Search Results, click the name of the postdoc
            3. The Bio Demo Fields are populated
    b. DATES OF APPOINTMENT BOX
        i. New End Date Field: Enter the last day of the postdoc appointment
        ii. Action Reason Field: Click the magnifying glass
            1. In the Look Up Box, click "Look Up"
            2. From Action Reasons, click the most appropriate reason for the appointment ending
    c. FORWARDING INFORMATION BOX
        i. Address Line 1 Field: Enter the postdoc's forwarding street address
        ii. Address Line 2 Field: If needed, enter any additional street address information
        iii. City, State, Postal Code Fields: Enter the new city, state, and zip code
        iv. Email ID Field: Enter the postdoc's new email address
        v. Phone Field: Enter the postdoc's new phone number
    d. PROFESSIONAL INFORMATION BOX
        i. New Position Title Field: Enter the title of the postdoc's new position
        ii. Type of Position Field: Click the magnifying glass
            1. In the Look Up Box, click "Look Up"
            2. From Search Results, click the most appropriate position description
        iii. New Institution or Company Field: Enter the name of the institution or company
        iv. FOREIGN SCHOLARS BOX – These fields are auto-populated
        v. CERTIFICATE OF TRAINING BOX
            1. Certificate of Training Requested Field: Click the drop down arrow, select "Yes" or "No"
            2. If "Yes" is selected, more entry fields appear for completion
                a. Salutation Type Field: Click the drop down arrow and click the salutation type
                b. Name to appear on Certificate Field: Enter the name to appear on the Certificate (if different from the postdoc's official name)
                c. Comments Regarding Certificate Field: Enter any comments or instructions
    e. COMMENTS TO APPROVERS AND OPA BOX
        i. Enter any additional comments (comments are visible to all, including the postdoc)
    f. "I UNDERSTAND THAT" CHECKBOX
        i. This box must be checked to proceed with the form
    g. Click "Save" to save the form and return later; OR click "Submit" to route the form for approval
    h. An email notification is automatically generated to the Postdoc

2. **To search for a previously saved or submitted Termination Form**
    a. From Postdoctoral Administrative Forms, click the "Termination Form" radio button
    b. To search for all Termination Forms, click "Search"
    c. To search for a specific Termination Form:
        i. In the search criteria fields, enter the postdoc's First and Last Names, click "Search"
        ii. From Search Results, click the Transaction ID of the Termination Form