Following the Benny Hire-Hourly Student solution go-live in February, the Benny Hire Project team focused their efforts on engaging stakeholders and experts to develop efficient and straightforward processes to make changes to existing student appointments, facilitate bulk changes of appointments and provide a process for student job and employment terminations.

Termination processing is part of the third and final phase of the Benny Hire project that includes:

- Phase 1: Benny Hire-GA delivered winter term of 2019
- Phase 2: Benny Hire-Hourly Student winter term of 2020
- Phase 3: Benny Hire Change Process (Hourly Students, GAs, Terminations)

To facilitate student job/employment termination processing, existing system interfaces were further leveraged to create a Termination Request form to be completed with all the necessary information and then loaded into Banner.

**Termination Processing**

**New Tabs and Interface**

We added two new tabs in Benny Hire to support the student job/employment termination process. These tabs are:

1. Termination Request Form – This tab takes you to the request form, where you will request a termination of one or more jobs held by a student
2. Termination Requests – This tab takes you to an enhanced dashboard that will allow you to track your terminations and see if they have been processed by HR

Note: Depending on your screen size or level of access, these new tabs may be hidden from your taskbar initially. If this is the case, you can find this – and any tabs that do not fit in your tab-bar – under the “More” section. Clicking this “more” tab will bring up a menu of tabs that you have access to but are hidden from your tab-bar view.

The Tab-bar is fully customizable by you! If you wish to make these two tabs always visible – or if you wish to rearrange tabs in your tab-bar, you can do so by simply click-dragging the tabs around!
Termination Workflow
The workflow for terminations is simple and the same for Graduate Assistant as well as Hourly student terminations:

- The Liaison uses the Termination Request Form to request a new termination for an employee
- The request is automatically routed to HR’s Student Employment Center, either the Undergrad Student Employment Services (Hourly) or the Graduate Student Employment Services (Grad)
- The Student Employment Center reviews the request
  - If the termination request is approved, job termination records are automatically loaded to Banner
  - The Student Employment Center also reviews to determine whether an employment termination should be processed; if it does, an Employee Termination Form is automatically generated and routed to the Student Employment Center Supervisor for signature and processing of the employee termination
- If HR approves the termination, it moves into the “Processed” stage
- If HR denies the termination, it moves to the “Canceled” stage

Termination Request Form Interface
The Termination Request form is what you will use to request a termination for an employee. This form has five required pieces of data:

- OSU ID of employee who has a position(s) you wish to process a termination for
- Date of termination
- Termination reason
- A note/comment explaining why the termination is being requested
- The selection of one or more jobs that are to be terminated

Entering the student’s OSU ID into the form and clicking “search” will pull the student’s relevant information into Benny Hire from Banner. The top section of the form will display the student’s basic contact information, while the bottom section of the form populates with a list of all active jobs in Banner for the student, as well as a list of all previously-terminated jobs.

The middle of the form – in the Termination Information section – is where you will need to populate the Date of Termination, the reason code and a note detailing the request.

You will be able to select, with a toggle button, which job(s) you want to terminate under the Job(s) to be Terminated section. Each listed job is selected independently for termination and each job can have a different termination date that you can manually set in the field to the right of the job record/line item. In situations where all active jobs for a student or graduate employee are marked for termination, the Student Employment unit will also complete the full Employment Termination process in Benny Hire, as needed.

Just below the list of active “Jobs to be Terminated” is a list reflecting all previously terminated jobs for the student employee. This information helps provide a clearer picture of the student’s overall employment status.
Once the Termination Request Form is completed and submitted, terminated records automatically appear in the Termination Requests tab. This tab lists all termination requests and provides a status (requested, processed, cancelled) identifying where the record is within the current processing.
In-Form Help

In addition, to help guide you through the interface, we have included “in-form help” in the form of visual cues. Hover over the visual queue to display additional informational help to guide you through the form.

In-form help is a tool we eventually want to incorporate in all our forms. As you use the Benny Hire interface, if you have recommendations to enhance the “in-form help” messages, or there are areas of the form that you feel could be enhanced by adding additional help text, please send your recommendations to either student.employment@oregonstate.edu (Undergraduate/Hourly appointments) or hr.gradassistants@oregonstate.edu (Graduate appointments).

What to do if you have more questions

Please email the respective email that corresponds to the appointment type:

- Undergraduate (Hourly): student.employment@oregonstate.edu
- Graduate: hr.gradassistants@oregonstate.edu