

Ending USG Affiliate (non-paid affiliate)

Path: Navigator/Manager Self-Service/Job and Personal Information/Smart HR Template/Smart HR Transactions

Select **Transaction Type**: Change Job Data

Select **Template**: 120_COM_Affiliate (120 Complete Affiliate)

Click **Create Transaction**

Smart HR Transactions

Select a template and press Create Transaction.

Transaction Template ?

Transaction Type: Change Job Data

Select Template: 120_COM_AFFILIATE 120 Complete Affiliate

Transaction Type: All

Transactions in Progress ?

You do not have any transactions in progress.

Go To Transaction Status

Click **Find Person – to choose employee**

Select **Employment Record Number** (may populate automatically)

Enter **Job Effective Date** (date Non-Paid Affiliate employee completed their Non-Paid role)

Enter **Reason Code** – use either Voluntary or Involuntary

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template: 120 Complete Affiliate

Organizational Relationship: USG Affiliate

*Empl ID:

*Employment Record Number: 0 (Affiliate Non-Compensated)

*Job Effective Date: 07/01/2019

Action: Completion

*Reason Code: Voluntary

Click **Continue**

Add Comments (if applicable)

Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Completion

Work Location - Job Fields

*Company 120

Comments

Comments

Click **Save and Submit** (to submit)

Smart HR Transactions

Submit Confirmation

The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go to the Transaction Status page to review the status of this person.