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**

Click **Find Person – to choose employee**

Elect **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

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

| Save and Submit | Save for Later | Cancel |

Completion

Work Location - Job Fields

*Company 120

Comments

Comments

Return to Enter Transaction Details Page

| Save and Submit | Save for Later | Cancel |

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.

OK