

Updating Future Termination Dates

To update an employee's Future Termination Date you will look under HRWeb>General Update>Future Term.

Future termination dates should only be entered for these types of employees:

1. Student Employees – all Emory University students employed by the University are temporary employees. All student employees are required to be hired via the HR Web Student Hire System. This system requires entry of a job start date and a job end date (future termination date).
2. Emory Temporary Staff
3. Faculty.
4. Post-Doctoral Fellows and Research Fellow Trainees.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button.

The screenshot shows a web interface for updating future termination dates. At the top, there is a tab labeled "Future Terms". Below this, there is a form with the following fields: "EMP" (with a blurred value), "ID:" (with a blurred value), and "Empl Record:" with the value "0". Below this is a section titled "Emory Job Data" with a search bar and navigation buttons ("Find", "First", "1 of 41", "Last"). The "Emory Job Data" section contains the following fields: "Empl ID:" (with a blurred value), "Empl Record:" with the value "0", "Effective Date:" with the value "08/17/2014", and "Effective Sequence:" with the value "0". Below the "Emory Job Data" section, there are two input fields: "Future Termination Date:" with a calendar icon and "Future Termination Reason:" with a magnifying glass icon.

To change the future termination date, either type in the new future termination date in this format: MM/DD/YYYY or click the calendar icon to select the new future termination date. You may change an existing future termination date to either an earlier or a later date as long as the date is not earlier than the day of your entry. For example, if you are entering future term data on April 1, the future termination date must be April 1 or later of that year to take effect.

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To select the Reason Code for the future termination, click the magnifying glass next to Future Termination Reason

Look Up Future Termination Reason

Future Termination Reason: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Future Termination Reason	Description
G	TMP - End Temp Employment
L	CNT - End of Contract

FUTURE TERMINATION REASONS→

Select G (TMP- End Temporary Employment) for:

- All student employees
- All temporary staff employees

Select L (CNT - End of Contract) for:

- Faculty
- Post-Doctoral Fellows
- Research Fellow Trainees

Don't forget to hit the "Save" button in the lower left corner when you are done! The Job Summary screen will display the update to the Job Record.