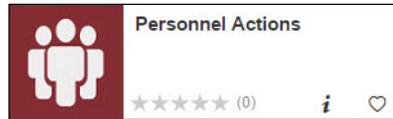


PERSONNEL ACTIONS—QUICK REFERENCE GUIDE

ACCESS PERSONNEL ACTIONS

- Go to [insideND](#)
- In the **Search** field, enter **Personnel**
- Click **Personnel Actions**
- You will be taken the *Personnel Actions* home screen showing Actions that you have submitted



Main Dashboard

Action Required:

Returned for Correction

Actions that were returned to submitter for correction

To correct:

1. Click on the Action to open.
2. Click on **Edit** in the lower left.
3. Make the changes and click **Submit**.

Unsubmitted

Actions that were saved but not yet submitted

1. Click on the Action to open.
2. Click on **Review Form**; errors will be highlighted.
3. Click on **Submit** once corrected.

In Process:

Pending HR

Actions awaiting review by HR

Locked by HR

Actions locked by HR

Completed:

Submitted to Payroll

Actions submitted to Payroll

Finalized Actions

Actions that have been finalized

Employee Lookup

1. Enter the employee's **Last Name, First Name** and **NetID** or **ndID**.
2. If **NetID** or **ndID** is left blank:
 - a. Employee info will still be displayed.
 - b. If there are multiple employees with the same name, you will be asked to choose between them to proceed.
3. Click **Find**.

Beginning Separation actions

Fields may vary depending on employee type (staff, temp, postdoc, faculty)

1. In Employee info screen, click on **Separation**.
2. Enter **Last Day Worked**.
3. If the vacation balance is incorrect, enter a comment to explain what it should be and why.
4. Choose a **Reason Code** and add a comment if appropriate.
5. If a resignation letter is tendered, attach a PDF of it by clicking on the paper clip.
6. If someone needs to be notified of the separation, click **Add Notification** and enter needed information. These notifications will be sent as soon as the form is submitted.
7. To send a dated reminder with information related to the collection of the employee's assets, choose **Add Employee, Add Myself or Add Other**.
 - a. Reminders can be sent to employees or to others such as managers. Click on the *View Example* link to see what would be sent.
 - b. You can send to multiple people.
 - c. You can set the date the reminder will be sent (in the next morning's run); however, it will not be sent until the separation is completed by HR.
8. Click **Save** to save the changes without submitting; click **Review Form** to see errors. Click **Submit** when it is correct.