Overview

- This job aid is intended for the HCM Initiator.

**IF YOU'RE ENDING ONE ASSIGNMENT AND ADDING ANOTHER ASSIGNMENT:**

- If existing assignment(s) end one day, and this new assignment starts the next day, replacing the last one, **AND THE PERSON’S POSITION # WILL BE CHANGING**, you must first [1] Add the new assignment, and then [2] End the old assignment, even if it had a 6/30/21 job end date in Banner, and [3] Add the job labor distribution for the new assignment, if it is something other than the department budgeted default.

- If existing assignment(s) end one day, and this new assignment starts the next day, replacing the last one, **AND THE PERSON’S POSITION # WILL STAY THE SAME**, don’t end the old assignment. It’s much simpler to just change the Projected End Date on the old assignment and choose Reappointment as the Action Reason. See job aid, “Fac5ba_Changing an NTT Assignment –Reappointment.”

**Table of Contents**

Page 2: Navigate to Person Management
Page 3: End the Assignment
1. **Navigate to Person Management**
   
   1. You can access **Person Management** in two ways:
      
      a. (Option 1) Click the Navigator icon in the upper left-hand corner of the iO page.

      ![Screenshot showing the Navigator icon and Person Management option]

      i. Under the **My Client Groups** section click the drop-down arrow and select **Person Management** from the drop-down list.
2. End an Assignment

1. In the **Name** field, type the person's name. Select the **Search** button.

2. Select the appropriate person in the Search Results section. When you have selected a certain line, it turns **blue**. If they have multiple lines (assignments or roles), select the one that should be ended.
3. In the Assignment section, elect the Edit drop-down box. Then select Update.

4. In the pop-up box, enter the last day of the assignment to be ended, and under Action, select End Assignment.

5. If the faculty supervises anyone, you will get this warning. If this faculty will still be supervising those people in the new appointment, then click yes to continue anyway.
6. You will receive this warning message; click OK.

7. Select the Review button.

8. Review all fields on the page and ensure that all fields are properly populated. Ensure sure the Assignment Status is **Inactive – Payroll Eligible**.

9. After you have reviewed your changes, you can either hit Back to go back and make any changes, or hit Submit to send it on for approvals.