

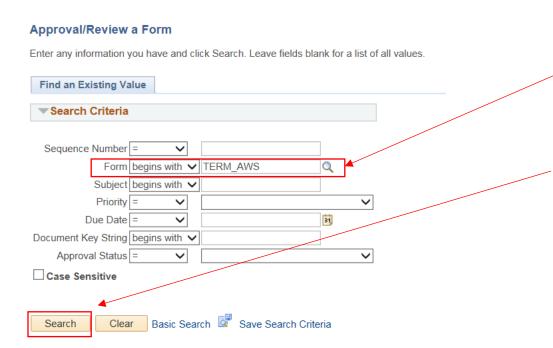
To approve Termination of Alternate
Work Schedule Form follow these
breadcrumbs:

Main Menu
HCM Systems

Enterprise Components

Forms

Approve/Review a Form



The Approval/Review a Form page will populate.

Select the magnifying glass to look for the appropriate form type (**Terminate AWS**).

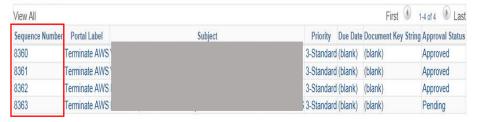
Click on Terminate AWS and the Form name will automatically fill in.

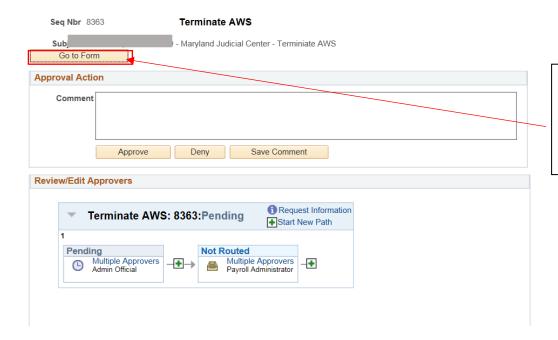
Select Search.

You will retrieve a list of Terminate AWS forms. Select the appropriate Terminate AWS Form to approve.

The Subject line will contain the employee name. Click on the **Sequence Number** or the employee name to open the form that is pending approval.

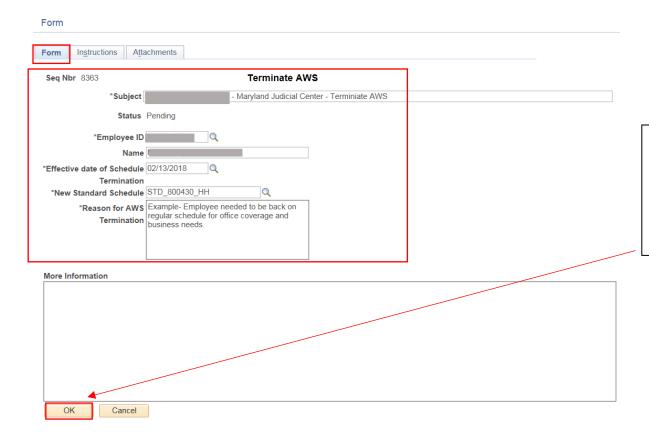
Search Results





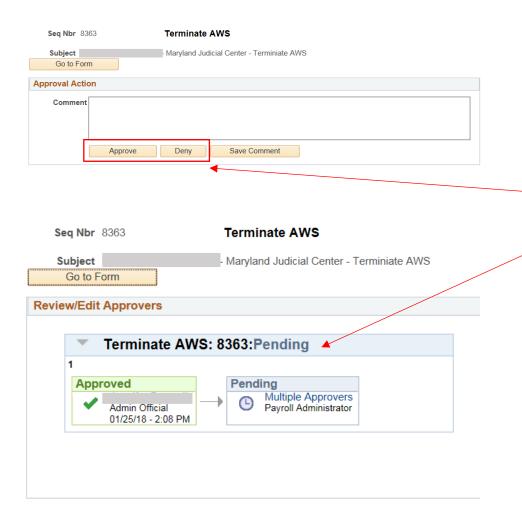
Upon clicking the Sequence Number or employee name you will be taken to the **Terminate AWS** form.

Select **Go to Form** to view the details of the AWS termination.



The details of the **Terminate AWS** for the employee will appear for your review.

Click **OK** to get back to the approval screen.

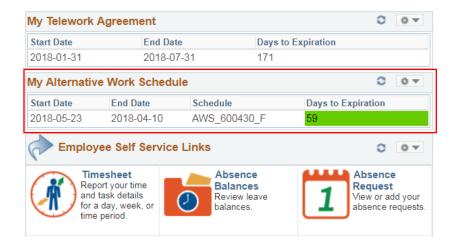


You can select **Approve or Deny** as appropriate.

Approval will route onto **Payroll** for the final approval to terminate the AWS for the employee.

NOTE: The effective date of Termination of AWS will always be on a Tuesday, resulting in the New Standard Schedule being effective for the employee the next day (Wednesday).

Employee My HR page will show the new expiration date and countdown after the final approval of the Terminate AWS by Payroll.



Manager Dashboard will also show the new expiration date and countdown after the final approval of the Terminate AWS by Payroll.

