

How a PI or Manager Ends Job

1. Log in to OneRF using your **ID** and **Password**.
2. In the OneRF landing page, type **End Job ❶** in the search bar. Then click on the **End Job ❷**. A pop-up **End Job** will open shown in **Figure 2** below.

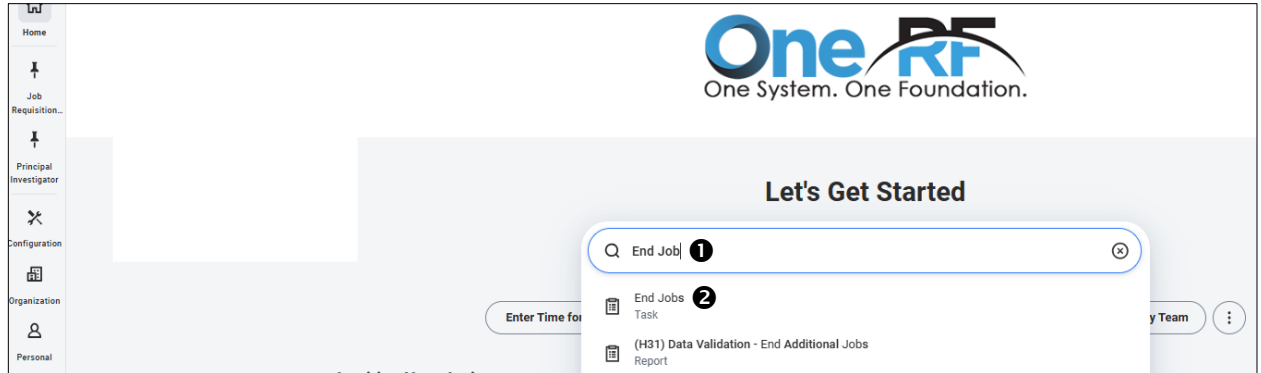


Figure 1

3. Click on the **Menu bars Icon ❸** and choose an employee. Click **OK ❹**. This will open a **End Job** window shown in **Figure 3** on **Page 2**.

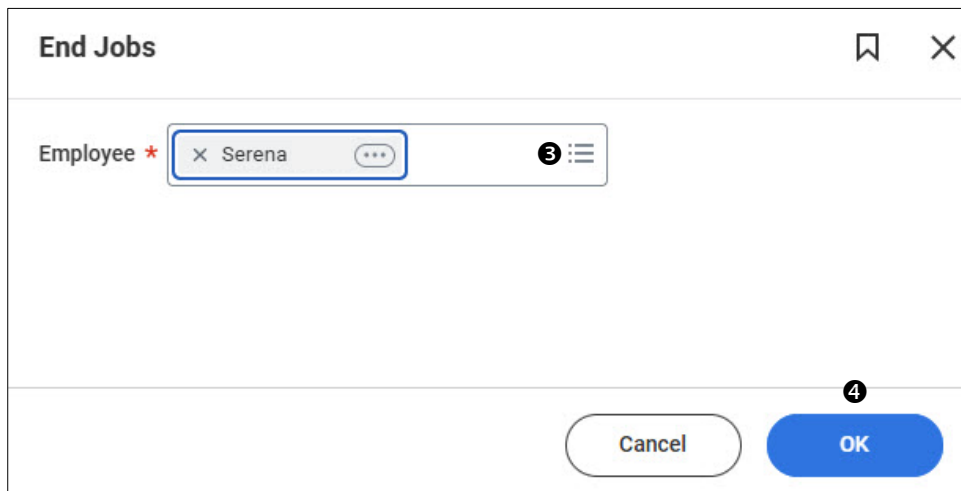


Figure 2

4. Click in the box of chosen **Employee ①**, then click **OK ②**. This will open **Terminate Employee** information window ③ shown in **Figure 4** below.

Enter all required information with the **red asterisk ④**. Then, click **OK ⑤**. **Figure 5** on **Page 3** will appear.

End Jobs Serena

Select All ☐

2 Items

End Job	Position	Location	Manager(s)	Supervisory Organization	Primary Job	Start Date	Cost Center	FTE
☒	RF Research Aide - S - Serena	BOROUGH OF MANHATTAN C. C.	Luis Paul Price [C]	S252 (Luis Price [C]) , Paul	☒	08/27/2025	BM BOROUGH OF MANHATTAN C. C.	100%
☐	Office Assistant - H - Serena +)	BOROUGH OF MANHATTAN C. C.	Luis Paul Price [C]	S252 (Luis Price [C]) Paul	☐	09/29/2025	BM BOROUGH OF MANHATTAN C. C.	5.71%

② OK Cancel

Figure 3

End Jobs Tom

Terminate Employee ③

Position RF Postdoctoral Fellow - S - Tom

Location The GRADUATE CENTER

Manager(s) Luis [C]
Paul Price [C]

Supervisory Organization S252 (Luis [C], Paul Price [C])

Termination Date * MM/DD/YYYY

Primary Termination Reason *

Close Position ☐

Is this position available for overlap? ☒

Last Day of Work * MM/DD/YYYY

Pay Through Date * MM/DD/YYYY

Attachments

⑤ OK Cancel

Figure 4

5. A **You Have Submitted ❶** window will appear shown in **Figure 5** below.
Click **Done ❷**, this will take you back to the home screen.

You Have Submitted ❶

1 item

Position	Process	Status	Due Date	Person
RF Postdoctoral Fellow - S - Tom	Terminate: Tom	In Progress	12/01/2025	

Done ❷

Figure 5

Please Note: If the employee has multiple positions this step is routed to the HR Partner (Currently Campus Coordinator) will have to switch the primary job.

Once the HR Partner approves, the Grant Manager/Assistant Grant Manager has to approve.