

# **Terminating an Employee Record in Ohio SACWIS and Ohio RTIS**



**Knowledge Base Article**

# Terminating an Employee Record in Ohio SACWIS and Ohio RTIS

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# Terminating an Employee Record in Ohio SACWIS and Ohio RTIS

## Overview

This article describes how to terminate system access and end date employment for an individual in both the Ohio Statewide Automated Child Welfare Information System (Ohio SACWIS) and the Ohio Residential Treatment Information System (Ohio RTIS). It is important to terminate access as soon as employment ends, as the user could continue to have access to confidential information.

## Terminating User Access

**For Private Agency Users:** Once an individual has terminated employment with the agency and needs all access to myOhio.gov, Ohio SACWIS and/or Ohio RTIS revoked, you will need to email the Ohio SACWIS Access mailbox ([sacwis\\_access@jfs.ohio.gov](mailto:sacwis_access@jfs.ohio.gov)) informing them that the user will no longer need access to myOhio.gov, Ohio SACWIS and/or RTIS. Please include the Employee's First and Last Name, along with Employee ID, and the termination date.

**For Public Agency Users:** Please make sure to deactivate the user from the IOP Administrative Console.

If the individual is a Supervisor, all employees reporting to them will need to be reassigned to a new supervisor. Refer to instructions below on how to complete this task in both Ohio SACWIS and Ohio RTIS. Then, ensure the employee has completed all necessary work items in the system in which they were provisioned prior to requesting their termination. This would include any Activity Logs or Contacts, Case Reviews, Discharge Plans, etc.

## Terminating an Employee Record in Ohio SACWIS

To end date an employee within Ohio SACWIS, follow the instructions below:

1. Click on the **Administration** tab.
2. Click on the **Staff** sub-tab in the gray bar underneath.
3. Click on the **Maintain Staff** link in the left-hand blue navigation box.



The **Employee Search Criteria** page appears.

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4. Search for the employee by entering the **Employee ID** if known, or the employee's **Last Name** and **First Name**, then click the **Search** button.
5. Click the [edit](#) link next to the correct employee record, which should display a County, Supervisor and Unit (indicating a current job status).

Employee Search Criteria

Employee ID:  ~ OR ~ Last Name:  Supervisor First Name:  Siobhan Middle Name:

County:  Language Proficiency:

Education Level:

Include Inactive

Name Match Precision  
Returns results matching entered names including AKA names/nicknames

Sort by:  
Relevance (Highest-Lowest)

+ AKA/Nicknames

Search Clear Form

Search Results

Results: 1 to 1 of 1 / Page 1 of 1

	Employee Name / ID	Email	Work Number	State / County	Supervisor	Unit
<a href="#">edit</a>	Supervisor, Siobhan				Manager, Melinda	PROTECTIVE SERVICES

Managed Units:

The **Maintain Staff** page appears.

6. Place a check in the box next to **Termination**, then enter a **Termination Date**.
7. Click **Save** to complete the entry.

Administration » Staff » Maintain Staff

Basic Job History BCI Demographics Qualifications

Employee Name: [Supervisor, Siobhan](#) Employee ID:

Employee Information

Employee ID (County):  Email Address:

Hire Date: \*  06/01/1998   Termination Termination Date:  07/27/2022

On Leave Indicator  Supervisor Over-Ride

Exemptions

University Partnership Program  First Year Requirement Waived

Current Job

	Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
<a href="#">edit</a>	10/07/2019			Ohio Child Welfare Agency	PROTECTIVE SERVICES	Manager, Melinda	Supervisor

Add Job

Apply Save Cancel

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## Completion of Tasks for Successful Termination

**Important:** Validations may appear when attempting to **Save** the **Termination** and **Termination Date**. Follow the steps to correct any errors encountered during the process:

### User is a Supervisor

Prior to terminating a Supervisor's employee record, all of their assigned employees must be placed under a new supervisor.

1. Take a screen shot or make note of each employee/employee ID that reports to the Supervisor being terminated.



2. Click **Cancel** on the **Maintain Staff** page.

User will be returned to the **Employee Search Criteria** screen.

3. Search for the employee who needs a new supervisor of record by entering the **Employee ID** if known, or the employee's **Last Name** and **First Name**, then click the **Search** button.

4. Click the [edit](#) link next to the correct employee record, which should display a County, Supervisor and Unit (indicating a current job status).

The **Maintain Staff** page appears.

5. Click the [edit](#) link next to the entry under the **Current Job** section.

Administration»Staff»Maintain Staff

Basic	Job History	BCJ	Demographics	Qualifications		
Employee Name: <a href="#">Worker, Willow</a>		Employee ID:				
<b>Employee Information</b>						
Employee ID (County):	<input type="text"/>	Email Address:	<input type="text"/>			
Hire Date: *	06/17/2008	<input type="checkbox"/> Termination	Termination Date:	<input type="text"/>		
<input type="checkbox"/> On Leave Indicator		<input type="checkbox"/> Supervisor Over-Ride				
<b>Exemptions</b>						
<input type="checkbox"/> University Partnership Program		<input type="checkbox"/> First Year Requirement Waived				
<b>Current Job</b>						
Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
<a href="#">edit</a> 05/23/2022			Ohio Child Welfare Agency	PROTECTIVE SERVICES	Supervisor, Siobhan	Case Worker

The **Job Details** screen appears.

6. Choose a new Supervisor from the drop-down.
7. Click Save.

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Employee Name: Worker, Willow Employee ID: \_\_\_\_\_

Job Details			
Start Date:	05/23/2022	End Date:	<input type="text"/>
County:	Summit	Agency:	Ohio Child Welfare Agency
Unit:	PROTECTIVE SERVICES	Supervisor: *	Supervisor, Sam
Job Title:	Case Worker		

Agency Information	
Street:	
City:	
Zip Code:	

User is returned to the **Maintain Staff** page.

8. Click **Save** at the bottom of the page after confirming the new Supervisor now appears in the **Current Job** section.

User is returned to the **Employee Search Criteria** page.

9. Repeat Steps 3-8 for each employee reporting to the supervisor to be terminated.
10. Return to the original employee's record for termination and proceed. The error message should be resolved.

## Draft Activity Logs

Prior to terminating an employee record, all the Case and/or Provider Activity Logs they have in Draft status must be completed. An error message will appear:

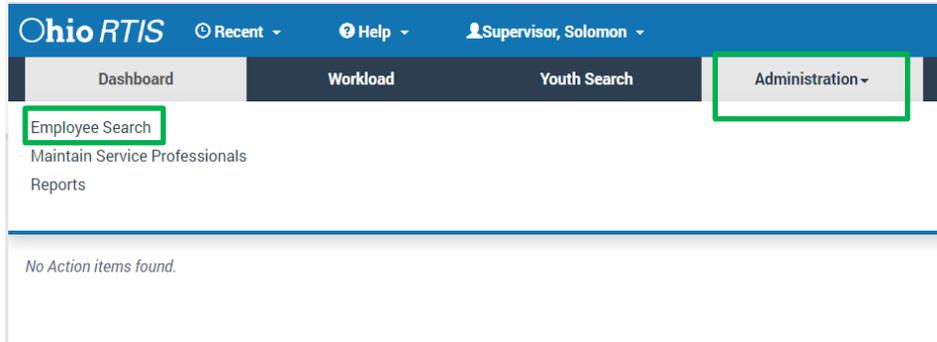
- Cannot terminate, Employee is Responsible Worker on Draft activity log in Case(s): AdoptionCase, Amber ( ); OngoingCase, Oleander ( )

1. Take a screen shot or make note of each Case/Case ID or Provider/Provider ID containing a Draft activity log.
2. If the user still has access to Ohio SACWIS, ensure they place each Draft log in a status of Completed.
3. If the user can no longer access Ohio SACWIS, the assigned supervisor may be able to complete the log.
4. Alternatively, if no one within the Agency can place the activity log in Completed status, contact the Automated Systems Help Desk and provide a list of all Case and/or Provider Activity logs which need to be in Completed status and the employee name/ID being terminated.

# Terminating an Employee Record in Ohio SACWIS and Ohio RTIS

## Terminating an Employee Record in Ohio RTIS

1. From the Dashboard, click on the Administration tab.
2. Select the Employee Search link.



The **Maintain Staff – Search for Employee** screen appears.

3. Search for the employee to terminate by any of the following criteria:
  - Last Name/First Name/Agency
  - Person ID
  - Employee ID
4. Click **Search**.
5. In the **Search Results** grid, an [edit](#) link will display either when an employee has a current Ohio RTIS job for your agency, or when the employee record is currently terminated.
6. Click edit next to the Employee ID you wish to terminate.

A screenshot of the 'Maintain Staff - Search for Employee' search form. The form has a blue header. It contains several input fields: 'Last Name' (with 'worker' entered), 'First Name' (with 'woodrow' entered), 'Person ID', and 'Employee ID'. There are 'OR' labels between the fields. Below these is an 'Agency' dropdown menu. A checkbox labeled 'Include Inactive' is checked. Underneath, there is a 'Name Match Precision' section with a slider set to 'Exact Match' and buttons for 'Fewer Results' and 'More Results'. At the bottom of the form are 'Search' and 'Clear Form' buttons. Below the form is a blue header for 'Search Results'. It shows 'Result(s) 1 to 1 of 1 / Page 1 of'. A table with the following columns is displayed: Employee Name / ID, Person ID, Email, Work Number, Supervisor, Unit Description, and Agency. The first row contains: Worker, Woodrow / [redacted], [redacted], [redacted], Supervisor, Solomon, RTIS, [redacted]. An 'edit' link is highlighted with a green box next to the first row.

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The **Manage Employee & Job(s)** screen appears.

5. Click the check box next to **Termination**. The **Termination Date** will automatically populate with the current date.
6. Click **Save**.

## User is a Supervisor

If the user is a Supervisor with managed employees, the following validation message will appear when attempting to terminate the user:

- 🚫 1 validation message(s) We found a few areas that need your attention:
- All managed employees listed below must be reassigned to a new RTIS Supervisor.

Prior to terminating a Supervisor's employee record, all of their assigned employees must be placed under a new supervisor.

1. Take a screen shot or make a note of all the **Managed Employees** which display at the end of the **Manage Employee & Job(s) screen** for the individual needing termination.

Managed Employees	
Employee	Start Date
Worker, Woodrow	07/28/2022
Worker, Will	10/20/2021

2. Navigate to the **Employee Search** page and conduct a search for the employee who requires a new supervisor by any of the following criteria:
  - Last Name/First Name/Agency
  - Person ID
  - Employee ID
3. In the **Search Results** grid, click the [edit](#) link next to the employee record you wish to manage.
4. Navigate to the **Job History** section and click **Add Job**.

Job History			
RTIS Access Start Date	RTIS Access End Date	Unit	Supervisor
10/20/2021		RTIS	Supervisor, Solomon
Current RTIS Access: RTIS Supervisor			
09/24/2021	10/20/2021	RTIS	No Supervisor in RTIS

The **Job Details** screen appears.

5. Select the new supervisor for this employee in the Supervisor drop-down.
6. Add the appropriate Ohio RTIS Access role in the push box.
7. Click **Save**.

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- Repeat this process for each employee who requires a new supervisor, then proceed to terminating the leaving supervisor's Employee Record.

*Job Details*  
Administration

EMPLOYEE / ID:  PERSON ID:  AGENCY:   
*Worker, Woodrow /*

**Job Details**

RTIS Access Start Date:  
07/28/2022

No Supervisor in RTIS

Supervisor:

Available RTIS Access:

Selected RTIS Access:

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).