



## Probation Termination

---

**Introduction** In EHRP, there are several routine HR functions that are automated. One function of this type is the conclusion of the employee's probationary period. This section describes what the system requires to perform this function and how you can use the information that the system provides.

---

**Requirements** To enable EHRP to run automatic actions, the required position and employee data must first be set up. For probation termination, the **Probation Date** and Reports **To Position** must be identified on the **Employment 2** page of the **HR Processing** page group.

---

**Information** The Probation Termination Automatic Action will identify employees who will reach the end of their probation period within 60 days.

The following details the steps to use to review the list of employees the system has identified as approaching the end of their probation period.

**1** Follow the navigational path:

Home → Administer Workforce → Automatic Actions (USF) →  
Use → Prob Term Supv Rev

The following page appears:



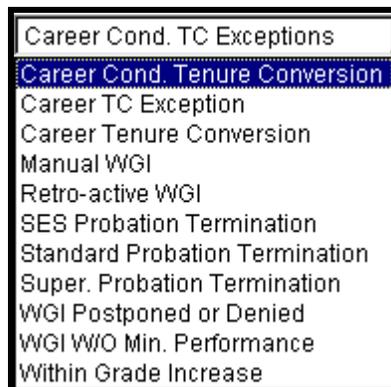
- 2 Select which search criteria to use by selecting one from the **Search By** dropdown menu.

The **Search By** field contains the following possible values:



- 3 Select the **Automatic Action Type** from the dropdown menu.

The **Automatic Action Type** field contains the following options:



- 4 Click **Search**.



The page will list the employees that meet the search criteria and are within 60 days of completing their probationary period. Automatic Actions are deleted from the user's worklist when the user clicks on the corresponding link to open the item.

*NOTE: If the requirements of the probationary period have been satisfied, then the system will automatically update the employee record to remove the probation date from the Employment Data 2 page.*

---

**Frequency of Review**



The effectiveness of the probation termination process is dependent upon frequent review of notifications for probation termination. It is recommended that the notifications be reviewed at least once per pay period.

