

# JFR: HOW TO *TERMINATE PRIVILEGES* for **non**-faculty employees <https://jfr.uams.edu>

## 1. Click on the “Non-Faculty Termination”

The screenshot shows the JFR system interface. On the left is a dark red navigation menu with the following items: Test Server, Kierion Stephens, Dept. Admin., Change Role, Appt Actions, View Positions, Search Positions, Create Position, JFR Reports, Appt Action Report, Faculty Credentials, Non-Faculty Credentials, Non-Faculty Terminations (highlighted with a yellow circle), and Req. User Access. A yellow arrow points from the text 'CLICK HERE' to the 'Non-Faculty Terminations' link. The main content area has a top bar with 'View: Positions Pending My Attention' and 'Order By: Date Created' with a 'Refresh' button. Below this is a grey bar stating 'APPT ACTIONS: There are (is) 0 Appt Action(s) pending in your queue.' The main section is titled 'POSITIONS LISTING for Kierion Stephens' and includes two 'Printer Version' buttons.

## 2. Click on the “Add New non-faculty termination”

The screenshot shows the 'Non-Faculty Terminations' page. At the top, there is a 'Sort By: Employee Name' dropdown and a 'Refresh' button. Below this is a red circle around the text 'Add a new non-faculty termination'. A red arrow points from the text 'CLICK HERE' to this link. The main content area has a grey header 'Non-Faculty Terminations' and a table with the following columns: Name, Department, Requestor, Effective, and Submit Date. Below the table, it says 'No non-faculty termination exists!' and 'Add a new non-faculty termination'.

### 3. Fill out all information and click submit

NON-FACULTY Termination	
<b>This form is for Non-Faculty Credentialing/Privileges termination only!</b>	
Termination Requested by *:	Kierion Stephens
Requestor Email *:	KStephens3@uams.edu (E.X.: xxx@uams.edu)
Member Name *:	
SAP #:	
Department *:	Select One
Forwarding Address:	
City:	
State:	
Country:	
Zip:	
This termination applies to:	<input type="checkbox"/> UAMS <input type="checkbox"/> ACH <input type="checkbox"/> VA
Employment Termination Effective Date *:	<input type="text"/> (mm/dd/yyyy)
Note:	<input type="text"/>
<input type="submit" value="submit"/>	



**FILL OUT FORM  
& CLICK SUBMIT**

**QUESTIONS?**  
**CONTACT US!**

If you have any questions, please contact the Faculty Affairs Office at (501)526-5090