

**Subject:** HRJT- MacKenzie, HR Office Contact Required before Re-hire

**From:** sncaw@alaska.edu

**Date:** Mon, 3 Dec 2007 19:25:23 -0900 (AKST)

**To:** sncaw@alaska.edu

**CC:** sncaw@alaska.edu

**SAMPLE EMAIL  
RECRUITMENT OFFICE  
REGARDING SENSITIVE TERMINATION**



Dear Recruitment Office:

This email has been auto-generated by the HR Job Termination Workflow process.

The termination reason for the employee listed below requires HR office notification prior to rehire. Your campus Personnel office is responsible for entering the 'Ineligible for Rehire' notice in Banner HR.

**ACTION REQUIRED:** The employee's information must also be entered on the Restricted List in [uakjobs.com/hr](http://uakjobs.com/hr). Before entering this employee's information on the Restricted List, you must confirm the restricted hire status with your campus HR Director.

The entry information for the employee is provided below with the exception of the SSN, which can be found in the Banner HR system (i.e., GUIALTI, PPAIDEN, etc.).

Name: MacKenzie, Bob  
ID: 30038532  
TKL: T800  
PCN: 010128  
Suffix: 00  
ECLS: CR  
Job End Date: 10-DEC-2007  
Term Code: FM  
Job Title: Crafts & Trades II (CT2)