## **Project Closeout**



The PM may close out the

iwer(s) or ask DCO Admin team to do so. It is best practice to use the batch

update process whenever

possible.

Information needed for closeout

• Effective date

- Started production(y/n)
- Employer/Employee Initiated III
- Performance Indicator
- Termination Reason
- Save and close assignment
- Change in status if needed

DCO Admin DCO Admin

DCO Admin Team receives notification as soon as a project is closed.

Tenrox access will automatically be removed for the iwer in the <u>next</u> calendar month to allow for final expense. Incentive and stipend processing.

- Reviews closed assingnment in FRED
- Request a copy of letters of resignation if needed
- Changes status if needed
- Changes pay rate if needed
- Sends out close out letter with instructions for equipment return if needed

## **E-mail addresses**

DCSTrainingSupport@umich.edu DCOadminteam@umich.edu TSfieldhd@umich.edu

metzel@umich.edu genisep@umich.edu