

## **Approval of Stake President of Early Assignment End without Ending Mission**

There are two types of early release requests:

### **EARLY END OF ASSIGNMENT WITHOUT ENDING MISSION IMMEDIATELY (THIS MEMO)**

In this scenario, the missionary's current assignment is to be shortened, but the mission is not to be ended until a future date.

- Using Google Chrome, log into SMMS (<https://servicemissionary.churchofjesuschrist.org/>) and log in.
- In the Action Items section, click on "Modification Requests Due".
- Scroll down to the name of missionary in the list and click on "Assignment ID" to left of the missionary's name.
- If the Proposed End Date is acceptable, click on the "Approve Request" button.
- If the Proposed End Date is also to be the end of the mission, on the left-hand side of the screen, click the "Edit" link next to "Service Assignment End Date" (which is the mission end date) and change the date to match the Proposed End Date. Unless and until you are sure about the mission end date, do not change the Service Assignment End Date.

***For a future early release, please see the screenshot on page 2.***

### **IMMEDIATE EARLY RELEASE (ANOTHER MEMO)**

The other type of early release is for an immediate release, resulting in an early release from the missionary's current assignment and the end of the mission. Instructions for this type of release are in a separate memo.

# Approval of Stake President of Early Assignment End without Ending Mission

## Change Assignment Date without Ending Mission Immediately

Service Missionary Management

Missionaries Opportunities

Assignment is to be ended early without ending mission immediately.

Service Documents

Person Type  
Senior Service

Age

Gender  
Female

Mission Start Date  
28 Mar 2022

Actual Release Date  
28 Mar 2024

Service Assignment Start Date  
28 Mar 2022 [Edit](#)

Service Assignment End Date  
28 Mar 2024 [Edit](#)

Provision Start Date  
[Edit](#)

Language Spoken  
eng

Home Location  
Pahrump, Nevada

Phone  
707-228-8535

Email  
jamclark@me.com

Membership Unit  
Las Vegas Nevada Blue Diamond Stake (2081083)

Person Assigned Unit  
Las Vegas Nevada Blue Diamond Stake (2081083)

Stake President  
David Vance Walker

Senior Service Missionary Group  
NASW Area Las Vegas Senior Service Missionary Group (430013)

SMO Senior Missionary Coordinator  
Layne Thomas Rushforth

< Missionary Assignments

Las Vegas Temple - Non-Ordinance (02-2143701)

Assignment  
01-604287-1240487

Creation Date  
24 Jun 2022

Status  
Active

Start Date  
28 Mar 2022

End Date  
28 Mar 2024

Proposed End Date  
5 Jan 2024

Opportunity  
Temple Administrative Office (02-00604287)

Work Days  
Sun Mon Tue Wed Thu Fri Sat

Hours per week  
8

Notes  
Imported from PeopleSoft

[Edit Assignment](#) [End Assignment](#)

Last Change: 5 Jan 2024 (Don Armstrong)

Requested Change  
Assignment end date changed from 28 Mar 2024 to 5 Jan 2024

[Approve Request](#) [Deny](#)

Approval Pending 5 Jan 2024  
Assignment end date changed from 28 Mar 2024 to 5 Jan 2024

[Cancel Request](#)

Created by Don Armstrong on 5 Jan 2024

If the mission is to end on the same date as the assignment, click the "Edit" link and modify this date to match the Proposed End Date. If unsure, do not change.

To approve the Proposed End Date, click "Approve Request"