

# Terminate Employee

## Overview

Use this process to terminate an employee. The termination process includes both voluntary and involuntary reasons.

**Who Does This:** Manager

## Things to Know:

- Includes voluntary and involuntary reasons
- This task is also used for employees who are temporarily terminated, including; layoff, leave of absence, maternity/parental leave, reservist leave, short and long term disability
- Approval by Human Resources must be completed to complete this process.



My Team

### Step 1

Select the My Team worklet from your home page.

### Actions

Transfer, Promote or Change Job

Terminate

### Step 2

Under actions, choose **Terminate**.

## Terminate Employee

Employee

4

OK

Cancel

















3






### Step 3

Type in the name of your employee or choose his/her name using the list icon. ☰

### Step 4

Click **OK**.

<p><b>Reason</b></p> <p>Primary Reason *</p> <p>Secondary Reasons</p> 	<p><b>Step 5</b></p> <p>Click the pencil icon to add a Primary Reason for the termination. </p>
<p><b>Reason</b></p> <p>Primary Reason *</p> <p>Search</p> <p>Involuntary &gt;</p> <p>Voluntary &gt;</p>  	<p><b>Step 6</b></p> <p>Use the list icon to choose the Primary Reason. </p> <p><b>Step 7</b></p> <p>Choose the check mark icon to save. </p>
<p><b>Details</b></p> <p>Termination Date *</p> 	<p><b>Step 8</b></p> <p>Click the pencil icon to add Details for the termination. </p>
<p><b>Details</b></p> <p>Termination Date *</p> <p>10 / 30 / 2017 </p> <p>Last Day of Work *</p> <p>10 / 30 / 2017 </p> <p>Pay Through Date *</p> <p>10 / 30 / 2017 </p> <p>Resignation Date</p> <p>MM / DD / YYYY </p> 	<p><b>Step 9</b></p> <p>Use the calendar icon to choose the Termination Date. </p> <p>The Last Day of Work and Pay Through Date will auto populate.</p> <p><b>Step 10</b></p> <p>If applicable, use the calendar icon to choose the Resignation Date.  This is the date notice was given.</p> <p><b>Step 11</b></p> <p>Choose the check mark icon to save. </p>

<p><b>Eligibility</b></p> <p>Not Eligible for Rehire No</p> 	<p><b>Step 12</b> If your employee is being terminated for cause, click the pencil icon to edit Not Eligible for Rehire.</p> <p>Note: <i>Not Eligible for Rehire – No</i> means the employee IS eligible to be rehired.</p>
<p><b>Position Details</b></p> <p>Close Position No</p> <p>Is this position available for overlap? No</p> 	<p><b>Step 13</b> Click the pencil icon to edit Position Details for position your employee is vacating.</p>
<p><b>Position Details</b></p> <p>Close Position <input type="checkbox"/> 14</p> <p>Is this position available for overlap? <input type="checkbox"/> 15</p> <p>  16</p>	<p><b>Step 14</b> If you are eliminating the position and will not be replacing your employee, check the box under Close Position.</p> <p><b>Step 15</b> If your employee gave notice, and you want to allow for overlap, check this box.</p> <p>This will allow the opportunity to hire another employee into the position before it is vacant which may be ideal for training purposes.</p> <p><b>Step 16</b> Choose the check mark icon to save. <input checked="" type="checkbox"/></p>
<p> <input type="text" value="enter your comment"/> 17</p> <p><input type="button" value="Submit"/> 18 <input type="button" value="Save for Later"/> <input type="button" value="Cancel"/></p>	<p><b>Step 17</b> Optional comments will be visible to your HR Business Partner upon approval.</p> <p>Note, you may select the Save For Later if needed.</p> <p><b>Step 18</b> Click <b>Submit</b>.</p> <p>Once you click submit, a screen will appear that will show you who is responsible for the next step in the process.</p> <p>Your tasks for this process are now complete.</p>

## FAQ's

**Why did I have additional steps not included above?** You may see other steps that are country specific. If you have additional steps and are unsure how to complete them, please coordinate with your HR Business Partner.

**How can I see what is happening with this employee to know when this process is complete?** In your archive folder once you have submitted the termination to the HR Business Partner for approval. There may be several to do tasks to be completed.

The screenshot displays a software interface with a blue header labeled 'Inbox'. Below the header, there are two tabs: 'Actions (1)' and 'Archive', with the 'Archive' tab highlighted by a red box. Under the 'Archive' tab, there is a 'Sort By: Newest' dropdown menu and a 'From Last 30 Days' filter. A list item is visible with the text 'Terminate: [redacted]' and '15 minute(s) ago - Successfully Completed'. To the right of the list is a 'View Event' section for the 'Terminate' event. It includes an 'Actions' button and the text '15 minute(s) ago - Successfully Completed'. Below this, it lists 'For', 'Overall Process: Terminate', 'Overall Status: Successfully Completed', 'Due Date: 15/11/2017', and 'Calendars In Use: Consecutive Days (No Calendars Selected)'. At the bottom of the 'View Event' section, there are two tabs: 'Details' (selected) and 'Process', and a 'View Details' button.