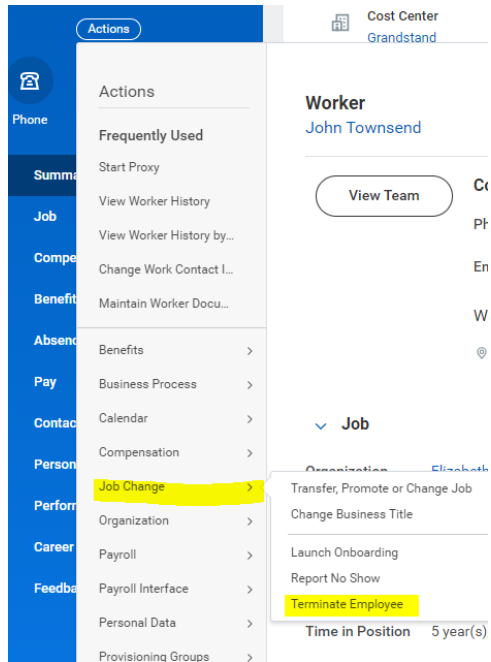


TERMINATE AN EMPLOYEE

As a manager, you may have to terminate an employee after you ask them to leave or if the employee resigns.

From an employee's profile:

1. Select the **Actions** button.
2. Select **Job Change > Terminate Employee** to display the Terminate Employee page.



3. Complete the required termination information. Here, you will select a termination reason and date. The employee will still have an active status until midnight on the termination date.

Pick Primary Reason – whether its Voluntary or Involuntary.

Reason

Primary Reason *

Search



← Voluntary

Voluntary > Commute Time

Voluntary > Dissatisfied with Job

Voluntary > Dissatisfied with Management

Voluntary > Dissatisfied with Pay

Voluntary > Education/Return To School

Voluntary > Failed to Return from Leave

Voluntary > Family Reasons

Voluntary > In Lieu Of Termination

Voluntary > Job Abandonment



Voluntary > Moved

Voluntary > Other Employment


Voluntary > Personal Reasons

Select the Termination Date under Details section:

Details



Termination Date *

4. Indicate whether you will close the position or if the position is available for overlap after this termination. If you intend to hire a replacement, please do not close the position. Position overlap allows you to hire a replacement worker into the same position before the current worker leaves.

Position Details

Close Position



Is this position available for overlap?

5. Add Notes or comments
6. Select **Submit**.

It will route to your manager and HR Partner for final approval. If you have any questions, please reach out to HR Partner for assistance.