

## How Do I Begin a Request to Terminate an Employee?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **My Team** tile.

#### Select a Team (For Managers with Multiple Teams)

4. The **My Team** page displays team information related to your “default” manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your “default” manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

#### Select a Team Member

5. On the **Summary** tab, review the listing and identify the employee to terminate.
6. Click the **Actions** icon displayed to the right of the desired team member’s name.



7. Click the **Job and Personal Information** link in the listing.
8. Click the **Terminate Employee** link.

#### Review the Employee Information

9. On the **Terminate Employee** page, review the team member’s current work and job information; confirm you have selected the correct employee profile.



**Begin a Termination Request**

10. On the **Terminate Employee** page, click the **Choose a date (Calendar)** icon associated with the **Termination Date** field and select an effective date for the change.
11. Click the **Drop Down** icon associated with the **Reason for Termination** field.
12. Select an appropriate value from the listing.
13. Click in the **Comments** field and enter additional information to support the termination request.

**Submit the Termination Request**

14. When the information is correct and complete, click the **Submit** button.
15. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.

**Validate the Workflow Approval Routing**

16. Review the information displayed in the **Termination Approval Chain** section of the page and validate the workflow routing of the reporting change request.

**Complete the Task/Sign Out of Application**

17. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



18. Click the **Sign Out** option in the listing.

