


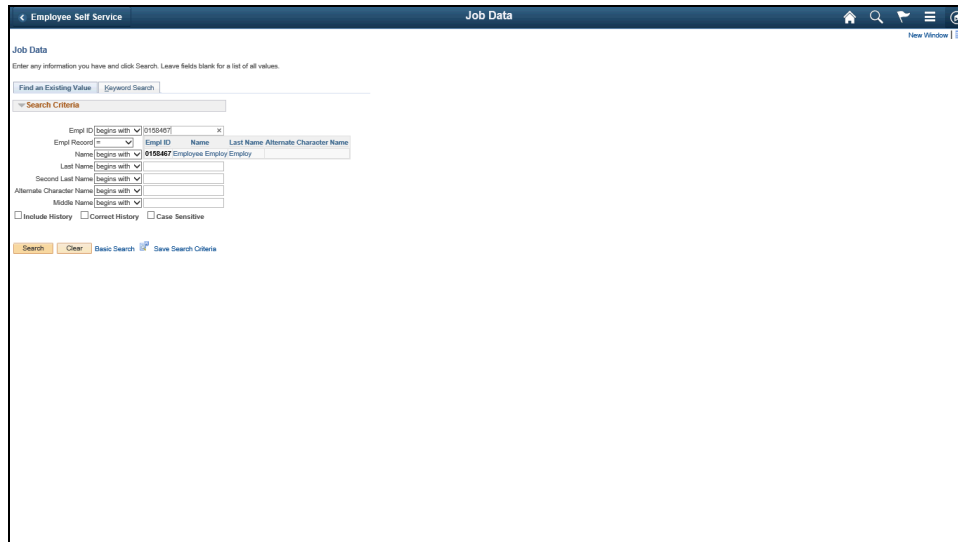




## HR051.01\_Terminate an Employee

Step	Action
1.	Click the <b>NavBar</b> button. 
2.	Click the <b>Workforce Administration</b> button. 
3.	Click the <b>Job Information</b> button. 
4.	Click the <b>Job Data</b> button. 
5.	Enter employee's 7 digit <b>Empl ID</b> 



Employee Self Service Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

Search Criteria

Empl ID begins with 01520421

Empl ID Name Last Name Alternate Character Name

Name begins with Employee Employer

Last Name begins with

Second Last Name begins with




Alternate Character Name begins with

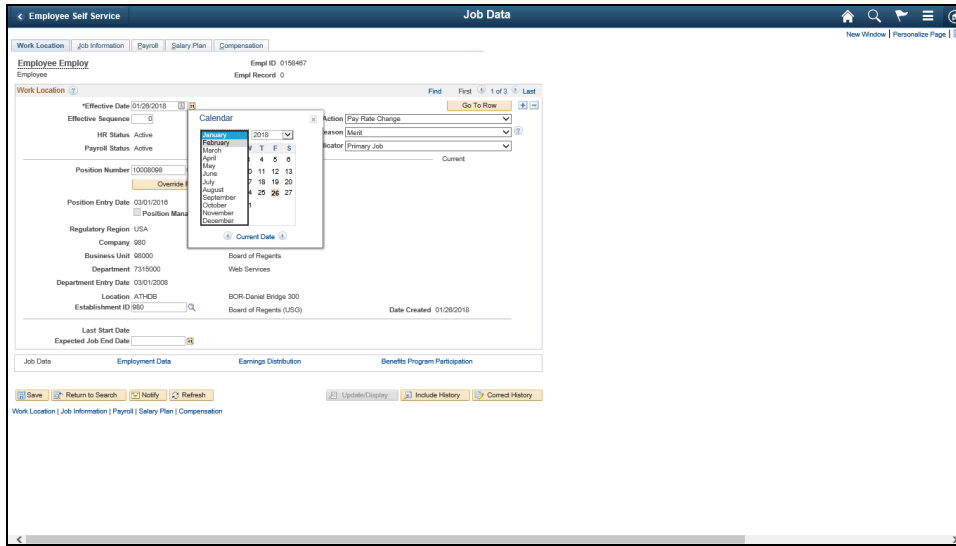
Middle Name begins with




Include History  Correct History  Case Sensitive

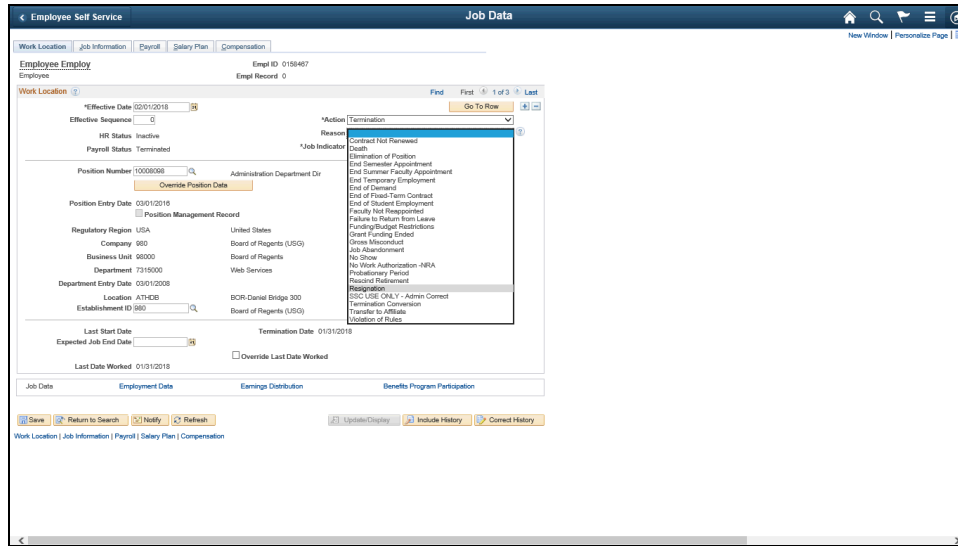
Search Clear Basic Search Save Search Criteria



Step	Action
6.	Click the <b>Search</b> button. 
7.	Click the <b>+</b> button to Add a New Row in the Work Location box 
8.	Click the <b>Calendar Effective Date (Alt+5)</b> button. 



Step	Action
9.	Enter the <b>Effective Date of the Termination.</b>
10.	Click the <b>Action</b> list. *Action 
11.	Click the <b>Termination</b> list item. 
12.	Click the <b>Reason</b> list. Reason 



Step	Action
13.	Select the appropriate Termination <b>Reason</b> and click <b>Save</b> . <b>Resignation</b>
14.	<p><b>If other positions report to the position becoming vacant, and it is not being filled immediately, remember to update the 'Reports To' field on all positions reporting to this now vacant position.</b>            Navigator &gt; Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info</p> <p><b>If this terminating employee also served as a time approver, ensure that the Maintain Time Reporter Data panel is updated as applicable with the new Time &amp; Absence Approver.</b>            Navigator &gt; Time and Labor &gt; Enroll Time Reporters &gt; Maintain Time Reporter Data</p> <p><b>End of Procedure.</b></p>