

How Do I Submit a Termination Request for My Employee?

Navigation

Follow this procedure if you want to request termination for an employee. This will submit a request to begin termination procedures for the employee.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request termination for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Termination Request**.
6. On the **Submit Termination Request** page, verify the employee you wish to request termination for is listed.
7. Select or enter the requested **Termination Date**. The Termination Date is the first day the employee is no longer employed at the institution.
8. Use the **Reason** dropdown to indicate the type of termination this is for the employee.
9. Click **Next** in the upper right corner.
10. In the **Comments** field, enter comments to support the termination request.
11. Click the **Submit** button.
12. On the confirmation page, you will see your pending request as well as the next approver in the chain.

