

Terminating an Employee

To terminate an employee you will look under HRWEB>Special Update>Terminate Employee.

Search for the employee using the name or the 7-digit HR/Payroll system employee ID and click the search button.

Terminate Employee

Initiate a request to terminate an employee(s).

Instructions

Follow this process to terminate an employee(s):

1. Enter the date the termination will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

Enter the as of date

Enter the effective date for this termination.

12/17/2014 

Grid				Personalize Find  First 1-2 of 2 Last	
	*Department	Description			
1	<input type="text" value="160000"/> 	HR Administration		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="160060"/> 	HR: Data Services		<input type="button" value="+"/>	<input type="button" value="-"/>

Type in the effective date for the termination. Always = first day the employee is no longer an employee, NOT the last date worked.

Type in the department numbers for all the employees terminating with this effective date.

All the employees selected must all have the same termination date and termination reason to use this method of entry.

Click the “Continue” button when done selecting departments with employees to terminate on the effective date specified. You will get this next screen:

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Termination Details

Below is a list of the employees you selected for termination. Select Submit once you have entered the termination information.

Selected Employees

Empl ID	Last Name	First Name	Job Title

Termination Details

*Termination Date: Enter effective date

*Reason for Termination:

* Required Field

[Return to Select Employees](#)

Check the termination date on the screen. If it is incorrect, click “Return to Select Employee” link to make the correction.

If the termination date is correct, click the drop-down arrow next to Termination Reason to make your selection.

Remember to click “Submit”

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Terminations – Approval Status

Employees terminated with Involuntary Termination Reasons will have the data entry forwarded for approval by Employee Relations before the data will be finalized. Voluntary terminations are immediate and will be saved in real time to the HR/Payroll database and may be verified via the Job Summary view.

Involuntary Terminations	Voluntary Terminations
Absences or Tardiness	Better Advancement Opportunities
Falsification of Records	Better Benefits
Inability	Better Location
Insubordination	Better Pay
Job Abandonment	Better Working Conditions (physical environment, dept. rules/procedures)
Misconduct	Better Work Hours
Policy Violation	Changing Careers/Professions
Reduction in Force – position elimination	Commute
Reduction in Force – lack of funding	Death
Reduction in Force - reorganization	Dissatisfied with Work Relationships
Reduction in Force – grant ended	Dissatisfied w/Fellow Employees
Resignation in Lieu of Dismissal	Dissatisfied w/Responsibilities
Unsatisfactory Performance	Dissatisfied with Supervisor
	End of Contract
	End of Temporary Employment
	Family Reason
	Job Did Not Meet Expectations
	Lack of Development Opportunities
	Multiple Concurrent Job
	Never Worked
	Relocation
	Return to School
	Unable to Return from Leave
	Work Permit Expired

Terminating an Employee

You check the status of employees terminated with Involuntary Termination Reasons under HRWEB>Special Update > Termination Status.

- 1) Click the transaction number to see details.
- 2) At the top of the display you will see the identifying information for the employee(s).
- 3) Next, you will see the termination date, termination reason code and status of the request.