1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.
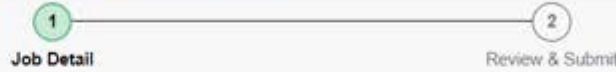
Actions	✕
Time Management	>
Job and Personal Information	>
Compensation	>
Development	>
Performance Management	>
Forms	>

⬅ Job and Personal Information	✕
Request Reporting Change	
Transfer Employee	
Promote Employee	
Submit Location Change Request	
Request Leave of Absence	
Request Paid Leave of Absence	
Retire Employee	
View Employee Personal Info	
Terminate Employee	
Submit Demotion Request	

2. Choose Job and Personal Information from the actions menu and then choose Terminate Employee.

1. Type of transaction

× Exit   Terminate Employee   🔔 ⋮
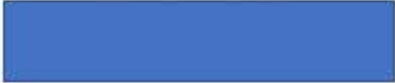
3. Employee information – redacted here for privacy

① Job Detail   —————————————   ② Review & Submit

2. Steps to complete transaction – current step is indicated with a green circle.

6. Navigate to next step

Next >

Next >

Work and Job Information

4. Effective date – must be changed to one day after the employee's last day of work

*Effective Date	04/07/2022 📅	
*Reason	▼	

5. Reason – must select the reason for the termination

Current Information

Position Title	HR Data Integrity Analyst	10063972
Job Title	HR Data Integrity Analyst	422X16
Reports To	Mgr, Employee Data Service	10035789
Manager Name		

● Changes Made
* Required Field

Related Information

Add Analytics   ⚙

▼ Decision Support   ⊡

How to choose an Effective date >

Name
Job Title
Employee ID

①　————————————————　②
Job Detail　　　　　　　　　Review & Submit

8. Click Submit

‹ Previous　　Submit

Review and Submit　　　　　　　　　　　　　　　　　　　　　　　**Related Information**

Effective Date　04/07/2022　　　　　　　　　　　　　　　　Add Analytics　　　　　　⚙

Reason　Resignation

Current Information　　　　　　　　　　　　　　　　　▼ Decision Support　　　　🗗

Position Title　HR Data Integrity Analyst　　10063972　　　How to choose an Effective date　›

Job Title　HR Data Integrity Analyst　　422X16

Reports To　Mgr, Employee Data Service　　10035789

Manager Name

▼ Request Summary

Current Information

Position Title　HR Data Integrity Analyst　　10063972

Job Title　HR Data Integrity Analyst　　422X16

Reports To　Mgr, Employee Data Service　　10035789

Manager Name

Comments

🖉

7. Review the transaction one more time for accuracy and add any appropriate comments and attachments (such as a resignation letter, if applicable).

Attachments

No documents have been attached.

Add Attachment

● Changes Made
* Required Field