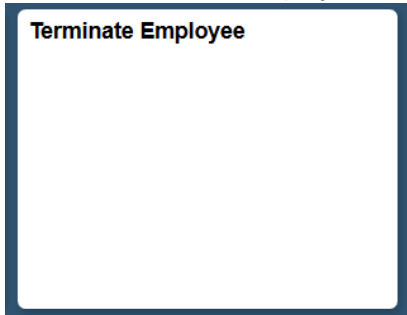


Initiate Termination Process – Supervisors Only

1. Log into HRMS <https://adminsyst.ndus.edu/psp/hehp/EMPLOYEE/HRMS/?cmd=logout> and complete the following steps below.
2. On the top, in the middle of your screen select Manager Self Service.



3. Click on Terminate Employee tile



If the tile is unavailable, you can click on the compass in the upper right-hand corner, click on Navigator>Manager Self Service>Job and Personal Information>Terminate Employee

4. Select the employee that will no longer be working.

Terminate Employee

Employee Selection Criteria

Select the employee to be terminated. You will be able to process only those employees that report to you as of the date entered on this page.

Employee Reporting as of

| Jennifer Larson 's employees | | | | | | | | | | Personalize | First | 1 of 1 | Last |
|------------------------------|------|---------|-----|-------------|-----------|----------|----------|---------|-----------------|-------------|-------|--------|------|
| Select | Name | Empl ID | Job | Empl Status | HR Status | Position | Job Code | Dept ID | Department | | | | |
| Select | | | 0 | Active | Active | 00028041 | 850100 | 3400 | Human Resources | | | | |

5. Enter in the last day of work and termination reason. Select end temporary employment for student employees. Click the submit button. See example below.

Request Employee Termination



Status: Not Submitted

Empl ID [REDACTED] **Empl Rcd** 0 **Business Unit:** VCSU1
Position Number: 00028041 Pooled Position-HR St Assist
Department: 3400 Human Resources
Job Code: 850100 Student Office Support
FTE: 0.250000 **Pay Group:** VCN **Reg/Temp:** T
Job Indicator: P **Ben Record:**

Last Day at Work:
Termination Reason:

Request Comments (2000 char)

Attachments

No attachments have been added to this Termination Request.

[Add Attachment](#)

Submitted By: **Last Updated By:**
Submitted: **Last Updated:**