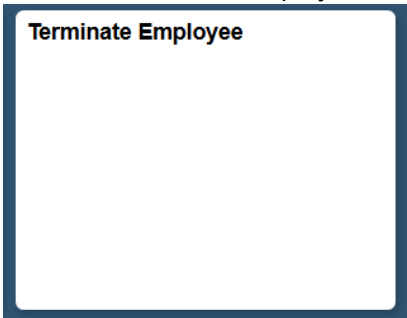


# Initiate Termination Process – Supervisors Only

1. Log into HRMS 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				
<input type="button" value="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

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

**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:** \_\_\_\_\_