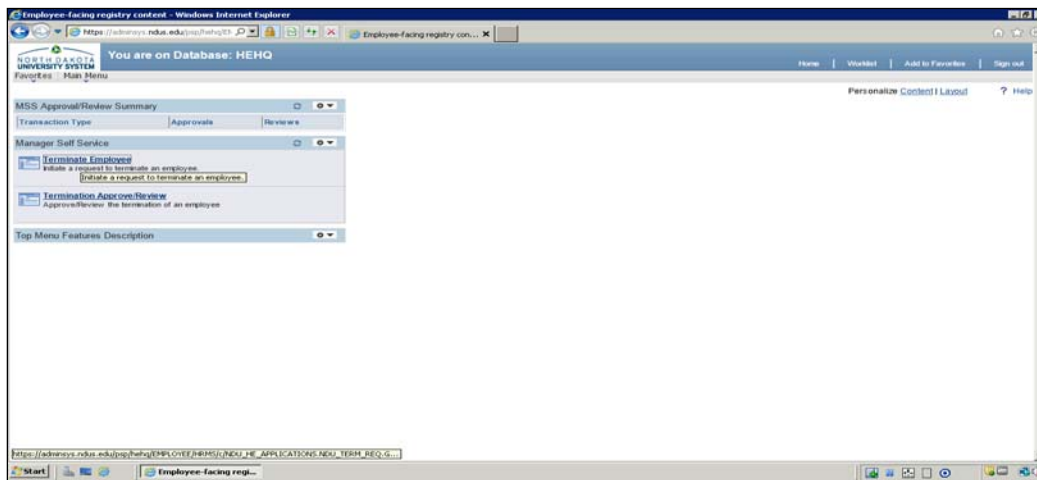


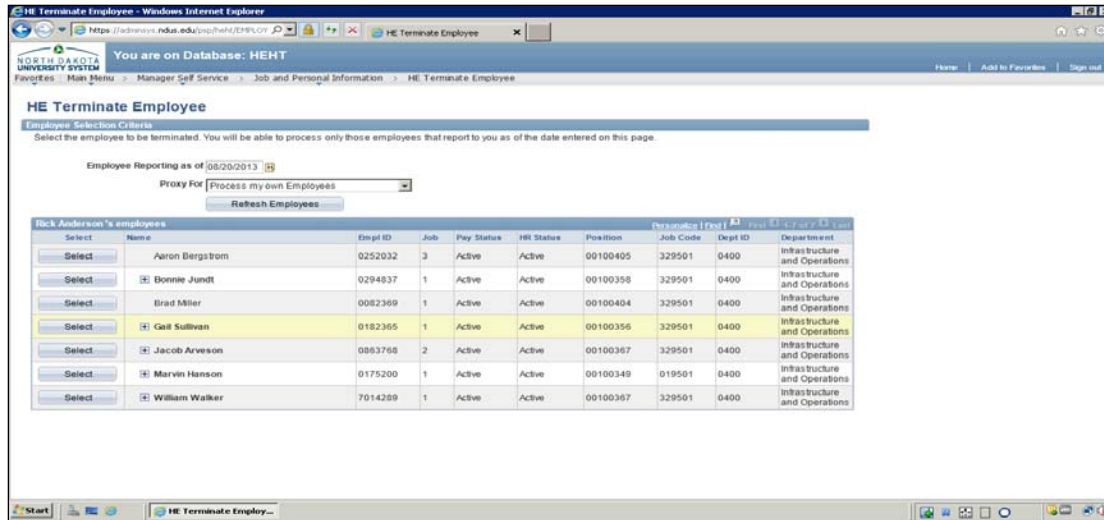
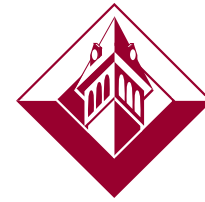
## Initiate Term Procedure




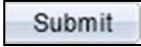
Supervisors will initiate a termination with the use of Work Flow. This will streamline the way employee information is managed in HR by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

Work Flow uses pre-approved workflow paths. All workflows are routed automatically after the event has been submitted by a Manager. The Initiating Manager will receive an e-mail alert when the event has been denied but no email is sent if when the event is initiated or approved.



Step	Action
1.	On your home page click the <b>Terminate Employee</b> link.
2.	You can also navigate to Terminate Employee and click the <b>Main Menu</b> button.
3.	Click the <b>Manager Self Service</b> menu.
4.	Click the <b>Job and Personal Information</b> menu.
5.	Click the <b>Terminate Employee</b> menu.



Step	Action
6.	Choose Employee to Terminate: Click the <b>Select</b> button. 
7.	Enter the last day the employee worked into the <b>Last Day at Work</b> field. Enter " <b>mm/dd/yyyy</b> ".
8.	Click the <b>Termination Reason</b> list. 
9.	Click on the appropriate Termination Reason: 
10.	If you desire to make a note or comment regarding the termination, click in the <b>Request Comments (2000 char)</b> field.
11.	<p>Initiators and Approvers may upload attachments to a request.</p> <p><b>To Add an Attachment:</b></p> <ol style="list-style-type: none"> <li>1. Click the "Add Attachment" link.</li> <li>2. Click the "Browse" button and navigate to your saved document for uploading. Select the document.</li> <li>3. Once the document path has loaded, click "Upload".</li> <li>4. The document will display with the description and document extension type.</li> </ol> <p><b>To View an Attachment:</b></p> <ol style="list-style-type: none"> <li>1. Click the link for the document you wish to view.</li> <li>2. The document will open up in a separate window.</li> </ol>
12.	To submit the Termination request for approval: Click the <b>Submit</b> button. 
13.	The termination has been sent to the next approver: To review the sent termination request go to your HOME page. See Viewing Pending Requests. <b>End of Procedure.</b>