SPS

STATEWIDE PERSONNEL SYSTEM

Terminate an Employee (for Managers)

November 2014

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Termination Business Process (for Managers)

Business Process Overview

Managers can initiate a termination for employees that they supervise. See the **Events and Reasons** section of this guide for details on termination reasons. The steps in the **Termination** business process are listed in the table below.

Process Steps	Role	Description
Initiate Termination	Manager	Specify employee, termination reason, date of termination, etc.
Review Termination	HR Coordinator	Review employee termination.
To Dos (Security)	HR Coordinator/HR Partner Security Administrator	Remove user-based security groups (if applicable).
	HR Coordinator	Assign roles to another worker
Manage Business Processes for a Worker *	HR Coordinator	If employee has pending tasks assigned, assign tasks to another worker.
Freeze Position *	Budget Administrator	DBM OBA freezes position unless there is a hiring freeze exception.
To Dos (Payroll)	Payroll Partner	Request severance payout and/or final leave payout (if applicable).
		Process final paycheck.
Terminate User Account	Workday System (Automated)	Terminate user Workday account.

NOTE: Steps that are not always required are marked with an asterisk (*).

Events and Reasons

The table below includes valid voluntary and involuntary reasons that a manager can terminate an employee.

You must always select a primary reason. Secondary reasons are generally entered for informational purposes. However, disciplinary termination reasons marked with an asterisk (*) require a secondary reason. When you select one of these primary reasons, you must also select the “Unsatisfactory Report of Service” secondary reason. Primary and secondary reasons are listed in the tables below.

Table 1 – Termination Primary Reasons

Event	Reason
Termination (Primary Reasons - Involuntary)	Contract Expired
	Deceased
	End of Temporary Employment
	Leave without Pay (LWOP) – Medical, Military or Personal
	New Hire – No Show
	New Hire – Declined Offer After Acceptance
	Terminated*
	Terminated on Probation*
	Terminated with Prejudice*
Termination (Primary Reasons - Voluntary)	Resigned for Military Service
	Resigned State Service
	Resigned in Lieu of Termination
	Resigned without Proper Notice
	Transfer to a non-SPMS Agency

Table 2 – Termination Secondary Reasons

Event	Reason
Termination (Secondary Reasons)	Accepted Another Job
	Best Interest of the State
	Continuing Education
	Insufficient Salary
	Job Affiliated with a Union
	Job Location
	Job Not Affiliated with a Union
	Lack of Career Path with Job
	Lack of Parking at Job Location
	Lack of Tuition Assistance
	Military Obligation
	Personal Reasons
	Relocating Outside of Area
	Unable or Unwilling to Perform All Job Duties
	Unsatisfactory Report of Service

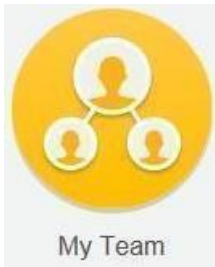
Before you begin…

- Terminated Employee Name or Employee ID Number
- Termination Date
- Reason for Termination
- Last Day or Work
- Pay Through Date
- Resignation Date (if applicable)

Terminate an Employee

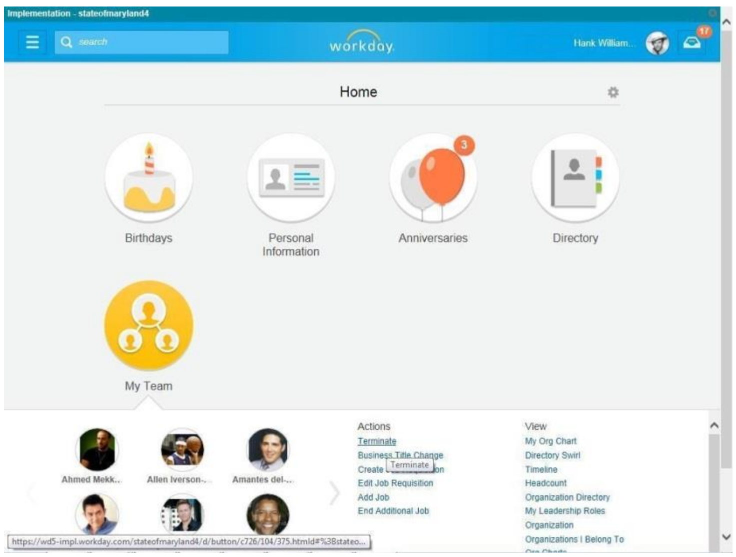
The procedure to terminate an employee that you supervise follows.

Procedure:

1. Click the My Team 

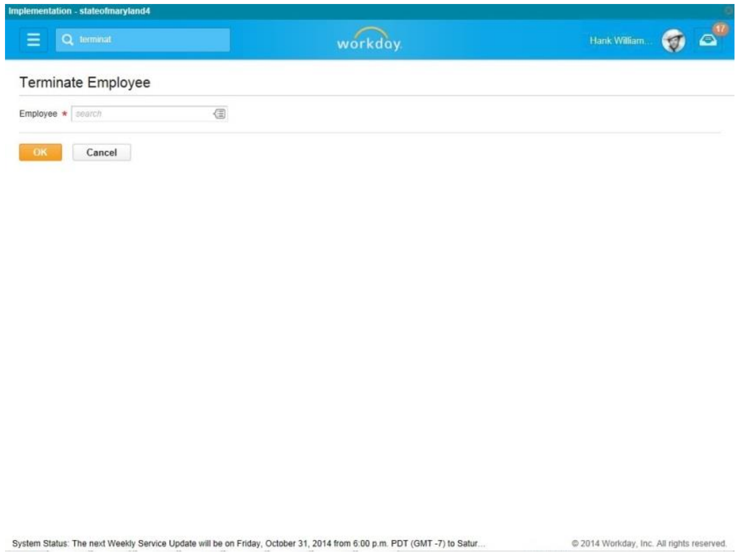
worklet.

Home



2. In the Actions menu, click the Terminate hyperlink.

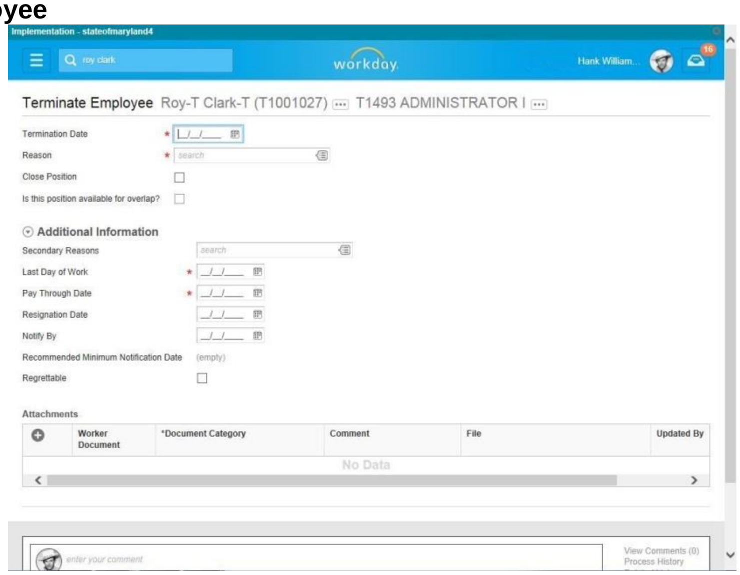
Home



3. On the Terminate Employee page, type or use the prompt to enter the Employee.

4. Click the **OK**  button.

Terminate Employee



5. Use the Calendar icon to select the Termination Date.
6. Use the prompt to select the Reason.

Information: If the primary reason selected is a disciplinary termination, then Unsatisfactory Report of Service must be selected as a secondary reason. The combination of these reasons will trigger a 106 or 106P and put the person in the POC database so that all agencies can access the information.

7. Select one or more of the following options:

If	Then
You want to abolish the position after it is vacated...	Click the **Close Position** checkbox.
You want to make the position available for overlap...	Click the **Is This Position Available for Overlap** checkbox. **NOTE:** This checkbox is only active when the **Termination Date** entered is in the future.
You want to enter a secondary reason....	Use the search prompt to enter a value in the **Secondary Reason** field. **NOTE**: A secondary reason is required if the primary reason selected is for a disciplinary termination.
The termination is voluntary (i.e., you selected a primary reason in the “Voluntary” category)...	Use the **Calendar** icon to enter a **Resignation Date.**
You want to add an attachment...	Click the **Add** (+) icon in the **Attachments** section and attach the appropriate document. **NOTE:** For example, attachments that may be added are the Unsatisfactory Report of Service documentation, letter of resignation, and the disciplinary termination form.

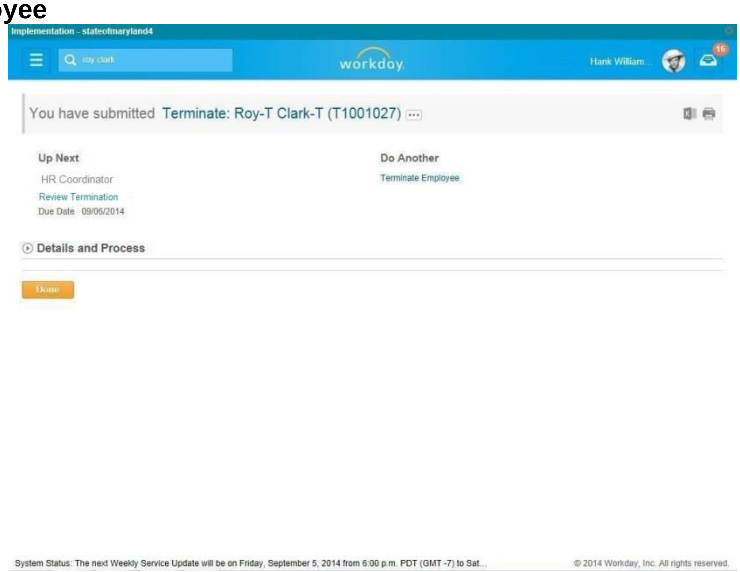
8. If needed, update the Last Day of Work, Pay Through Date, and/or Notify By dates. These dates default from the date entered in the Termination Date field. Change, if needed.

9. Click the Submit Submit button. This will submit the termination and route to the next step in workflow.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

Terminate Employee



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view and access in the process.

10. Click the **Done**  button.

11. The System Task is complete.

Check the Status of a Business Process

The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

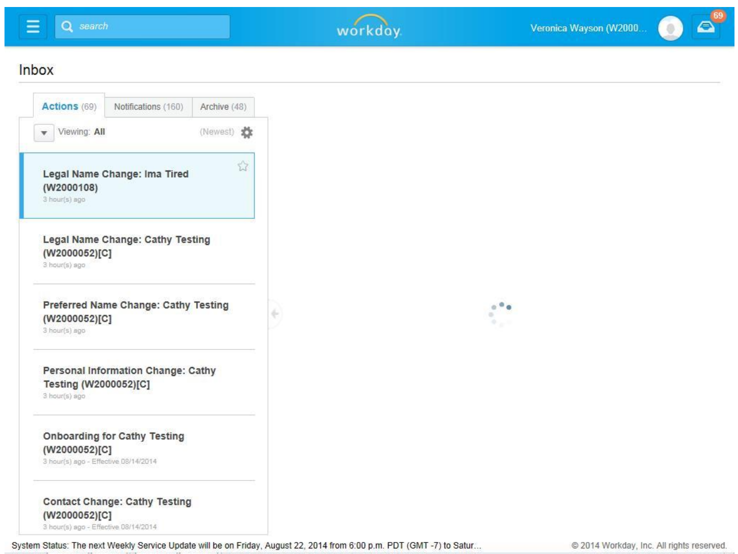
The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox** 

hyperlink.

Inbox



3. Click the **Archive** 

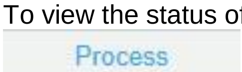
tab.

Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.

Information: The overall status of a business process displays as….

- "Successfully Completed" when all required steps in the process have been completed.
- "In Progress" when there are some tasks awaiting action by someone in the business process routing.

7. To view the status of individual tasks in a business process, click the **Process** 

tab.
8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.