Approve Employee Terminations

The Termination business process can be initiated by a manager – to terminate employee's that they supervise – or by an Agency HR Coordinator. When initiated by a HR Coordinator, the termination request is routed to the approver roles listed below.

Agency Approvals

- HR Partner
- Appointing Authority Partner
- Budget and Finance Partner (Only when positon is abolished or employee was laid off from an allocated position)

A "Terminate" task is routed to the approver's inbox. The picture below displays an example of a "Terminate" task in an approver's inbox.

NOTE: See Appendix E – Termination Business Process Steps and Reasons for more details.

The procedure to review and approve an employee termination follows.

Procedure:

1. Click the **Inbox** icon.

2. Click the **View Inbox** View Inbox hyperlink.

   Inbox
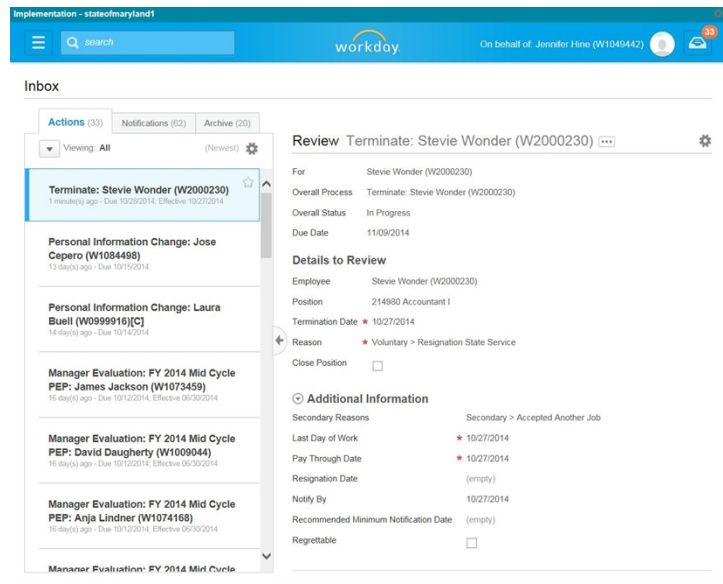
3. From the Action tab, locate and click the "Terminate" task.

   Information: The name of the employee displays in the task name, e.g., "Terminate: Stevie Wonder (W1234567)".
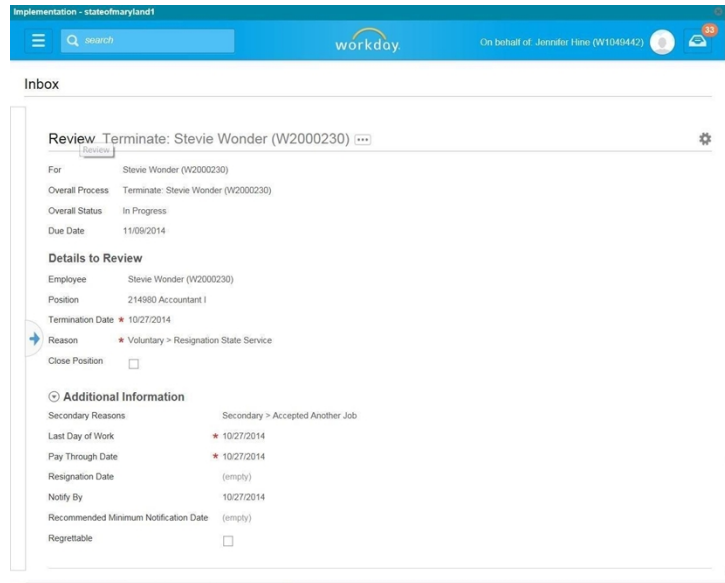
4. Click the arrow to collapse the Inbox.

Inbox

5. At the top of the page, view the general event details.

Information: General details about the termination event display at the top of the page (e.g., the process and employee's name, the current status of the event, and the Due Date for your approval).

6. Select one of the following options:

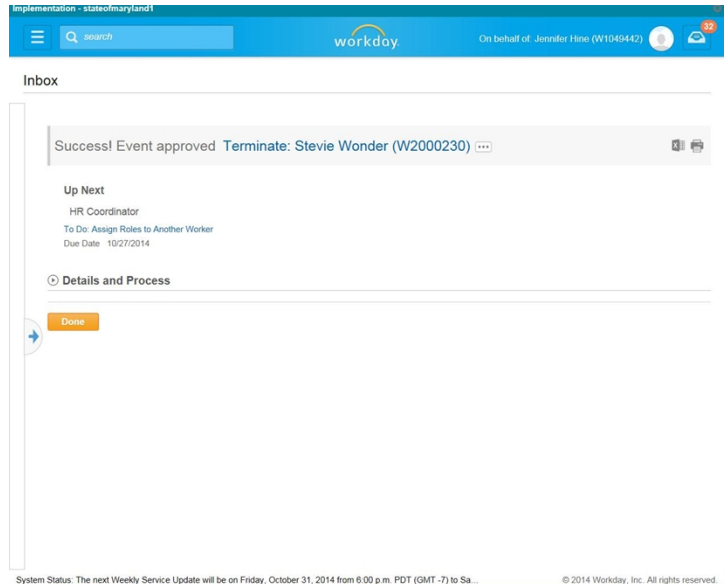| If	Then
You want to review termination event details...	Review the following in the **Details to Review** section: - Position (being vacated) - Termination Date - Reason for Termination - Secondary Reason - Other Dates: Last Day of Work, Pay Through Date, and Notify By date **NOTE:** The Notify By date indicates the day that the employee will get a system notification of their termination.
There is an attchement to review...	At the bottom of the page, click the attachment link. Then, open and/or save the file.

7. Click the **Approve** [Approve] button.

Tip: If you do not want to approve the request, you can also click one of the following buttons:

- Click the **Deny** button to deny the request. This action terminates the transactions.
- Click the **Send Back** button to send the request back to the initiator to make changes.
- Click the **Cancel** button to cancel your review. Retrieve the task from your inbox later.

Inbox

8. The Up Next page keeps you informed of the next step of the business process and who is responsible for the next step, if applicable.

Tip: After approving the hire, view the next steps in the business process, if desired.
1. Click the **Details and Processes** arrow
2. Click on the **Process** tab.
3. On the **Process** tab, view the next step and remaining process steps (if applicable).

9. On the **Up Next** page, select one of the following options:

If	Then
You have other position requests awaiting your review....	Click the task link in the **Others Awaiting My Action** section. **NOTE:** You can also access these tasks by navigating to the **Actions** tab in your inbox.
You are finished reviewing position requests....	Click the **Done** button.

10. The System Task is complete.