

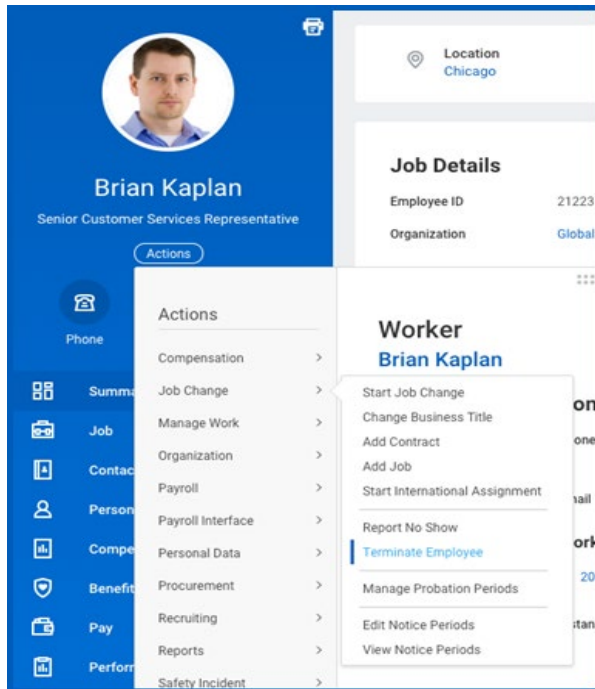


TERMINATE AN EMPLOYEE

As a manager, you may have to terminate an employee after they have been asked to leave or have resigned.

1. Select the **My Team Management**  application.
2. Choose **employee** to be terminated from **My Team list**.
3. From the employee's profile select the **Actions**  button.
4. Select **Job Change > Terminate Employee** to display the Terminate Employee page.



5. Complete the **termination reason** and click the **check mark**.



Note: For the Sheriff's Department, a voluntary termination that is considered a resignation needs to be processed as a resignation for COBRA coverage (see step 6).

6. In the **Details section** complete required information and click the **check mark**. An employee is still considered active until a termination date.



Note: For resignations, the termination date will serve as the resignation date. Do not alter the Resignation Date data field.

7. Select the **Last Day of Work**, which cannot be later than the termination date.
8. Select the **Pay Through Date**.
9. In the **Position Details section**, indicate whether the position will be available for overlap.



Note: Position overlap allows a replacement worker to be hired into the same position before the current worker leaves.

10. Ensure the **Close Position** box remains *unchecked*.
11. Click the **check mark**.
12. Click **Submit**.
13. Termination is now submitted to the HR Partner for review.