



1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.

**Actions**

- Time Management >
- Job and Personal Information >
- Compensation >
- Development >
- Performance Management >
- Forms >

Request Reporting Change

Transfer Employee

Promote Employee

Submit Demotion Request

Request Reporting Change

Request Paid Leave of Absence

Retire Employee

View Employee Personal Information

Terminate Employee

Submit Demotion Request

2. Choose the 'View Personal Information' option from the dropdown menu and click the blue arrow next to the employee's name.

## 1. Type of transaction

Terminate Employee

3. Employee information needed here for privacy

1

Job Detail

2

Review & Submit

2. Steps to complete transaction - current step is indicated

b. Navigate to next

to next

NEXT

Related Info

### Work and Job Information

\*Effective Date 04/07/2022

\*Reason

#### Current Information

Position Title HR Data Integrity Analyst 10063972

Job Title HR Data Integrity Analyst 422X16

Reports To Mgr, Employee Data Service 10035789

Manager Name

4. Effective date - must be changed to one day after the employee's last day of work

5. Reason - must select the reason for the termination

Add Analytics

Decision Support

How to choose an Effective date >

Name  
Job Title  
Employee ID

[Redacted]

1  
Job Detail

2  
Review & Submit

8. Click Submit

Review and Submit

Reason: Resignation

[Redacted]

Position Title: HR Data Integrity Analyst 10053972

Reports To: Mgr. Employee Data Service 10035789

Manager: [Redacted]

Request Summary

Current Information

Position Title: HR Data Integrity Analyst 10053972

Job Title: HR Data Integrity Analyst 422X16

Comments

[Empty comment box]

Attachments

No documents are attached.

Add Attachment

7. Review the information and actions one more time for accuracy and add any appropriate comments and attachments (such as a resignation letter, if applicable).

Changes Made  
Required Field