



## Employee Termination Quick Reference Guide

This guide will cover:

- *Completing a termination by ending an assignment for an employee within your area of responsibility.*



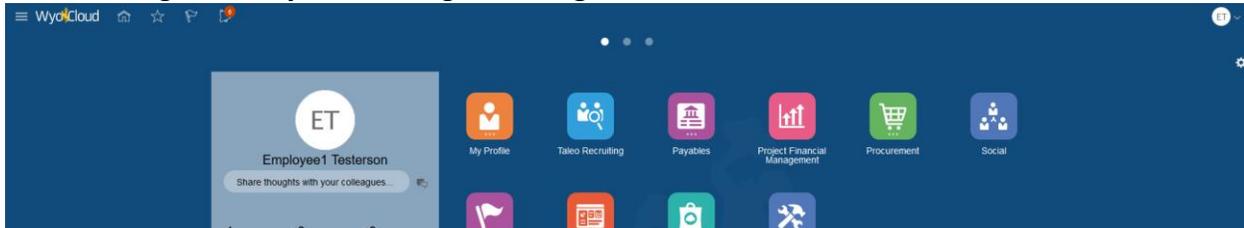
This guide details the steps for completing this process using **Supervisor/Manager** WyoCloud access.



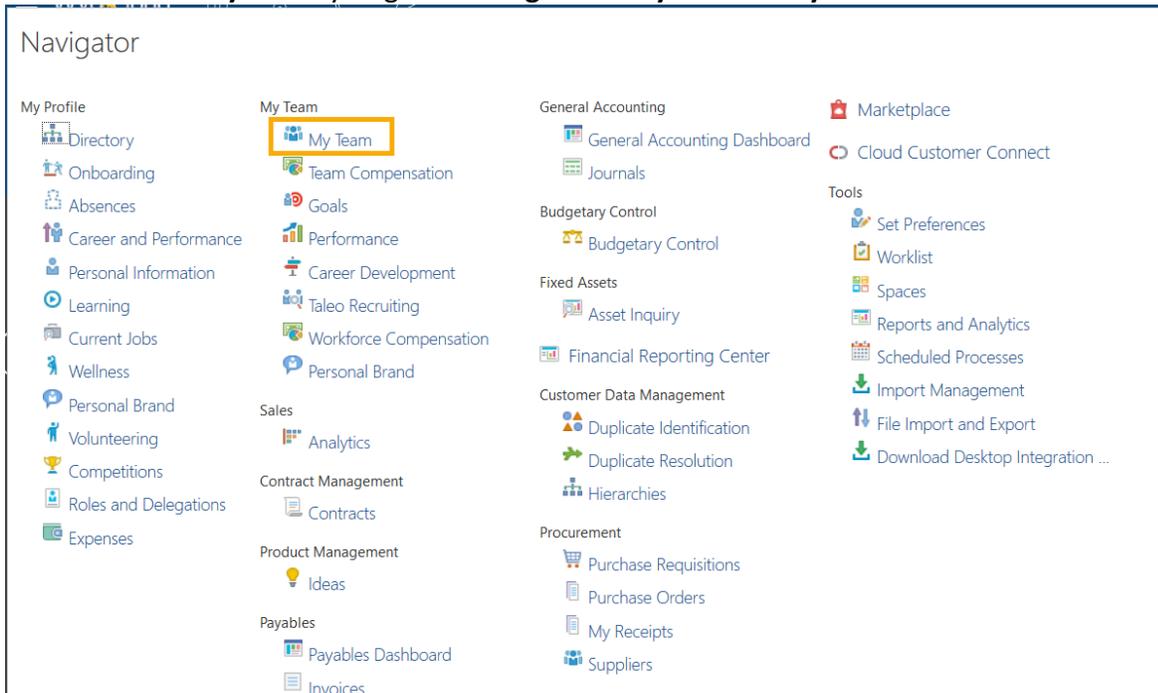
If the employee needing termination is a supervisor, you **must** change their direct reports to another individual to ensure proper processing of approvals **prior** to completing termination. See [Changing Employee's Manager](#) Quick Reference Guide.

### Step One

- Navigate to **My Team** using the **Navigator** bar.



- To find **My Team** you go to: **Navigator > My Team > My Team.**





## Step Two

- From the *My Team* page, locate the employee you are processing the termination on.
  - Below the employee's name, click the **Action Arrow**. Then, under *Personal and Employment*, click **Terminate**.



**Only complete a termination as a manager/supervisor when you are certain the employee only has *one assignment* as it terminates the entire work relationship with UW.**

Work with the Decentralized Human Resources Representative (DHR) in your area to process terminations on employees with multiple assignments.

My Team

Filter | Manager1 Testerson  
Manager

Employee1 Testerson  
Trainee

EmployeeNb1 Testerson  
Non-ben Trainee

EmployeeNb2 Testerson  
Non-ben Trainee

Contact  
Location  
Wyoming Hall US

Absences  
Compensation  
Personal and Employment  
Talent Management  
Feedback

Change Location  
Change Manager  
Change Working Hours  
Compare  
Document Delivery Preferences  
Information Sharing  
Manage Direct Reports  
Manage Document Records  
Manage Seniority Dates  
Promote  
Terminate  
Transfer



### Step Three

Complete the Terminate Work Relationship screen.

- The following fields are required under *Termination Details*:
  - **Action:** select most appropriate reason from drop down
  - **Reason:** select most appropriate reason from drop down
  - **Notification Date/Termination Date/Last Working Day** (Termination and Last Working Day should match)
  - **Employer Comments:** For benefited employees indicate if employee would like terminal leave or lump sum.
  - **Attachments:** attach copy of resignation letter and for benefited employees the [Termination Leave Option](#) form must be attached.

 Employee1 Testerson: Terminate Work Relationship

Person Number  
TR5000

Termination Details

* Action	Resignation	▼
Reason	Personal Reasons	▼
* Notification Date	12/26/2018	📅
* Termination Date	12/26/2018	📅
* Last Working Day	m/d/yyyy	📅
Date of Death	m/d/yyyy	📅

Employer Comments	
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<b>Length of Service with Legal Employer</b>						
Service	0	Years	11	Months	26	Days
Seniority	0	Years	11	Months	26	Days

I-9 Status

I-9 Expiration m/d/yyyy 📅

New Hire Status

Exception Reason

Medical Insurance Available

Medical Insurance Availability Date m/d/yyyy 📅

Attachments None +



- The *User Access* section indicates if the user’s WyoCloud and other IT access should be revoked after termination or immediately. In most cases **after termination** should be selected. **Immediately should only be selected when the termination was for cause and all systems access should be removed immediately. The IT Application Security Office should also be contacted.**
- Under *Rehire Recommendation*, use the drop down to indicate if you would recommend the employee for rehire. **Please consult with Human Resources if you feel no should be selected.**
  - Much like providing an employment referral, the Recommendation for Rehire helps the HR department in following up on information for rehiring past employees. Typically, if someone is discharged for cause or provided very poor performance, you will want to provide this feedback to future possible hiring managers. Clicking No does not prevent the person from being rehired in the future, but allows the recruiter to gather importing decision making information on the candidate. The system will ask for your name so the recruiter knows who to contact.

▲ User Access

Revoke User Access  After termination  
 Immediately

▲ Rehire Recommendation

\* Recommended for Rehire Not Specified ▼

## Step Four

- After all information is completed, select **Review** from the top of the page.

ET Employee1 Testerson: Terminate Work Relationship

Person Number  
TR6000

Review Save Submit Cancel

▲ Termination Details

\* Action Resignation ▼

Reason Personal Reasons ▼

\* Notification Date 12/26/2018

\* Termination Date 11/4/2018

\* Last Working Day 11/4/2018

Date of Death m/d/yyyy



- Once you have reviewed and made sure all the information is correct, click **Submit**.

Printable Page Back Review Save Submit Cancel

ET Employee1 Testerson: Review Terminate Work Relationship

Person Number  
TR5000

Termination Details

Action	Resignation
Reason	Personal Reasons
Notification Date	12/26/2018
Termination Date	11/4/2018
Employer Comments	Employee would like terminal leave
I-9 Status	
I-9 Expiration	
New Hire Status	
Exception Reason	
Medical Insurance Available	
Medical Insurance Availability Date	

Attachments: termination-leave-option-form

User Access

Revoke User Access	After termination
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Rehire Recommendation

Recommended for Rehire	Not Specified
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**You have completed the steps for employee termination.**