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 Decentralized Human Resources Representative 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 the Appendix of this guide for full details.

If a department is refilling a position and needs to change the job title & grade of the position while the previous employee in the position is still on terminal leave, a terminal leave position number must be requested. This can be done using the Position Initiation and Modification Form found on the HR Classification and Compensation website.

Step One

- Navigate to Person Management using the Navigator bar.

  To find Person Management you go to: Navigator > My Workforce > Person Management.
Step Two
Locate the employee who will be terminated.

- The Person Management: Search page will display. Here you can search for all employees within your area of responsibility.
- To search, enter at least one of the fields marked with a **double asterisk (**)**. Name or Person Number are recommended.
- To search for previous employees, check the Include terminated work relationships box and adjust the Effective As-of Date.
- Click Search.

Once the desired employee is located, click their name from the search results.
  - If the employee appears on the list multiple times, they have multiple assignments. Take care to ensure you select the correct assignment.
After clicking on the employee’s name, the Person Management: Manage Employment Page will be displayed.

**Step Three**
- Select **Edit** then **Update**.
Step Four

- In the Update Employment pop up window, enter in the following information:
  - **Effective Start Date**: Enter when the assignment should be terminated.
  - **Action**: End Assignment.
  - **Action Reason**: Select Appropriate Action Reason.

- Click OK.

**Note**: If this is the worker’s only Assignment, you will receive the warning below to end their work relationship. Ending the work relationship will terminate the employee.

- Click OK.

**Note**: If there are multiple assignments, proceed to Step Seven.
Step Five

- The Manage Work Relationship tab will open. Enter the Termination Details:
  - Enter the Notification Date.
  - Enter the Termination Date.
  - Enter the Last Working Day (this should match the Termination Date).
  - For benefited employees, enter in the Terminal Leave/Lump Sum choice for the employee in the Employer Comments field.

*CAUTION*

When terminating a GA, Temporary Lecturer or other Salaried Non-Benefited employee paid on a monthly basis, the Termination Date must be the final day of the last month in which pay will be issued to prevent pro-rating the final paycheck. The actual final day of work (ie: final day of the semester) should be noted in the Employer Comments.

- For benefited employees, it is required that the Termination Leave Option form must be attached. Any associated letters of resignation should also be attached.
- To attach documentation, click the plus icon (+) next to Attachments.
- 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.
  - 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 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.

If the employee you are terminating has direct reports, an option to reassign these reports will appear below the Rehire Recommendation. See the Appendix for steps to complete this reassignment. **Anytime a supervisor leaves, it is critical to complete this step to ensure no break in approval workflow.**
Step Six

- Scroll to the top of the Manage Work Relationship tab.
  - Click the Review button.

- Confirm all details are correct. Note, all approvers of the transaction can be found at the bottom of this screen.

- If all details are correct, click Submit.

- A Warning window will appear. You will always leave the Processing Option at the default of Immediate. Note: this refers to sending the transaction through for approvals, not system access.

- Click Yes.
Appendix: Reassigning Reports

When processing a termination on a supervisor, it is critical that you reassign their reports to another individual. This can be a short term assignment while the vacancy is filled, however HCM requires all employees be assigned to a supervisor at all times. Prior to reviewing and submitting the termination, complete these steps:

- If an individual has employees who report to them, you will see the option to Reassign Line Reports at the bottom of the Termination Details screen. Click the arrow to the left of Reassign Line Reports to expand the option.

You have two options, reassign all of the reports to one person or reassign reports to multiple persons.

1. **Reassign all reports to one person**: Ensure the box to the left of all employees is checked then add the new manager’s name to the Proposed Manager field, searching using last name first.

2. **Reassign reports to multiple persons**: Use the Name field to the right of each report. Update each field to desired new manager’s name, searching using last name first.
- Proceed with Step 4 to complete initiating the termination.

This completes the initiate termination process for individuals with one assignment.

**Step Seven**

- Select **Edit then Update**.

**Note:** If an employee has multiple assignments and is ending only one of them, the individual will remain an active employee at the University. The following describes the end assignment process:

- A **Warning** message will display, click **OK**.

**Note:** If this is the worker’s primary assignment, you will receive this error:

You cannot end the primary record Assignment. Select a different primary record before ending this record. (PER-1530014)

In this scenario, the DHR will have to reach out to the Records office to adjust the primary flag indicator before continuing ending the assignment.
- The *Edit Employee: End Assignment* page opens.

- Review the changes made to the Assignment.

- Submit the changes by clicking the **Submit** button in the upper-right corner.

This completes the end assignment process for individuals with multiple assignments.