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.

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 **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.

**STOP**

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.
**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.
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 important decision making information on the candidate. The system will ask for your name so the recruiter knows who to contact.

![User Access](image1)

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

**Step Four**

- After all information is completed, select Review from the top of the page.
Once you have reviewed and made sure all the information is 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.

*You have completed the steps for employee termination.*