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 Assignment Change Quick Reference Guide.

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 error 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 benefitted employees, enter in the Terminal Leave/Lump Sum choice for the employee in the Employer Comments field.

- For benefitted 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 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.

**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**.

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

**Step Seven**

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

- Select **Edit** then **Update**.
Note: If this is the worker’s primary assignment, you will receive this error:

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.

- A Warning message will display, click OK.

- 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.

- A Confirmation window will appear, click OK.

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