



Employee Termination Quick Reference Guide

This guide will cover:

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



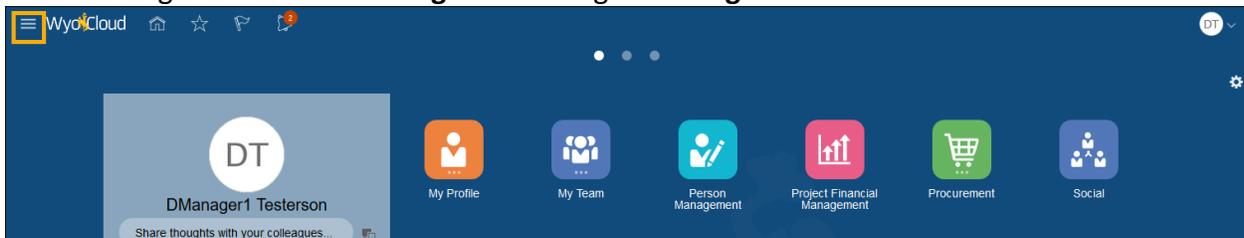
This guide details the steps for completing this process using **Decentralized Human Resources Representative** WyoCloud access.



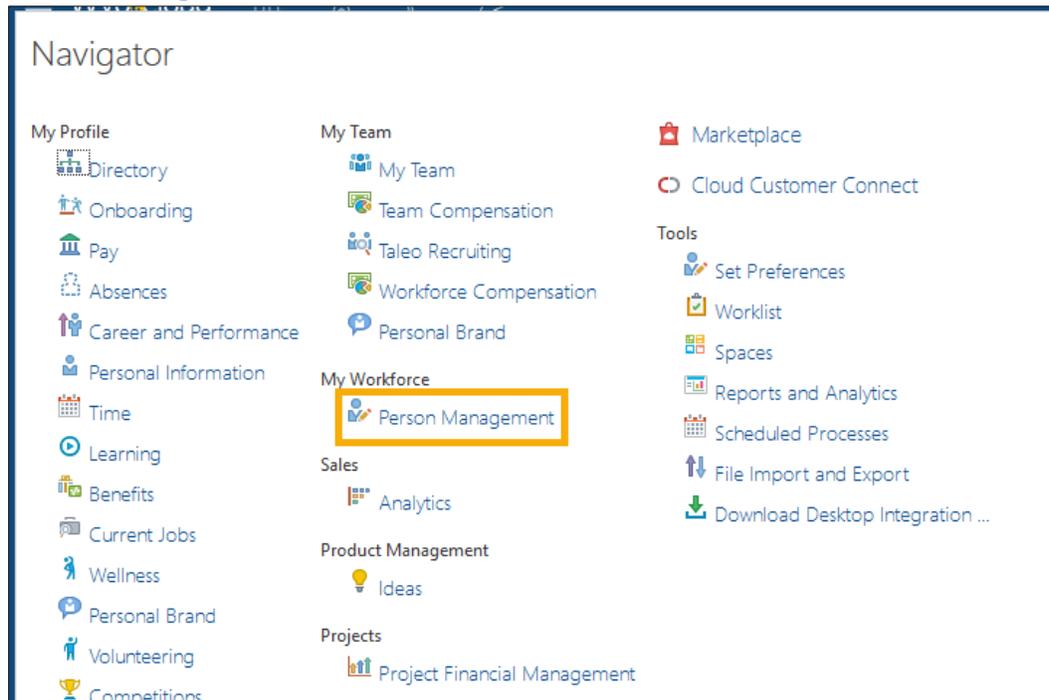
If the employee needing termination is a supervisor, you must change their direct reports to another individual to ensure proper processing of approvals prior to completing termination. See [Assignment Change](#) Quick Reference Guide.

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**.

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

* Effective As-of Date 12/27/2018

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
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- 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.

Person Management: Search

Search

Advanced Saved Search All People

** Name employee1

** Person Number

** National ID

** Keywords

Include terminated work relationships

* Effective As-of Date 12/27/2018

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Testerson, Employee1	TR5000		Associate Vice President of Human Resources	Wyoming Hall	Employee	Trainee	Active - Payroll ...	



- After clicking on the employee's name, the *Person Management: Manage Employment Page* will be displayed.

Employee1 Testerson: Person Management Done

Person Number
TR5000

[Manage Employment](#) x

Manage Employment Done

Work Relationship

Legal Employer	Country	United States
Worker Type	Employee	
Hire Date	1/1/2018	

Assignment: Trainee Edit View History

Action	Hire	Effective Start Date	1/1/2018 (1 of 1)
Action Reason	Hire to fill vacant position	Effective End Date	

[Assignment Details](#)

Step Three

- Select **Edit** then **Update**.

Employee1 Testerson: Person Management Done

Person Number
TR5000

[Manage Employment](#) x

Manage Employment Done

Work Relationship

Legal Employer	Country	United States
Worker Type	Employee	
Hire Date	1/1/2018	

Assignment: Trainee Edit View History

Action	Hire	Effective Start Date	1/1/2018 (1 of 1)
Action Reason	Hire to fill vacant position	Effective End Date	

Edit View History

- Update
- Correct
- Delete Record



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**.

A screenshot of a software dialog box titled "Update Employment" with a close button (X) in the top right corner. The dialog contains three input fields: "Effective Start Date" with the value "1/10/2019" and a calendar icon; "Action" with a dropdown menu showing "End Assignment"; and "Action Reason" with an empty dropdown menu. A yellow rectangular box highlights these three fields. At the bottom right, there are two buttons: "OK" and "Cancel", with the "OK" button also highlighted by a yellow box.

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**.

A screenshot of a software dialog box titled "Warning" with a close button (X) in the top right corner. The dialog contains a warning icon (yellow triangle with exclamation mark) and the text: "You cannot end the only Assignment record in a work relationship. Instead, you must terminate the work relationship. Do you want to continue? (PER-1531096)". At the bottom right, there are two buttons: "OK" and "Cancel", with the "OK" button highlighted by a yellow box.

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.

Employee1 Testerson: Person Management

Person Number
TR5000

Manage Work Relationship x

Review Save Submit Cancel

Termination Details

Action Resignation

Reason Personal Reasons

Notification Date 1/10/2019

Termination Date 1/10/2019

Last Working Day m/d/yyyy

Date of Death m/d/yyyy

Employer Comments

Length of Service with Legal Employer

Service	1	Years	0	Months	10	Days
Seniority	1	Years	0	Months	10	Days

- 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*.

Employer Comments

Length of Service with Legal Employer

Service	1	Years	0	Months	10	Days
Seniority	1	Years	0	Months	10	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.
 - 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.

Attachments None +

▲ User Access

Revoke User Access After termination
 Immediately

▲ Rehire Recommendation

* Recommended for Rehire Not Specified ▼

Step Six

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

ET Employee1 Testerson: Person Management Done

Person Number TR5000

Manage Work Relationship x

Review Save ▼ Submit Cancel

▲ Termination Details

* Action Resignation ▼

Reason Personal Reasons ▼

* Notification Date 1/10/2019 🕒

* Termination Date 1/10/2019 🕒





- 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

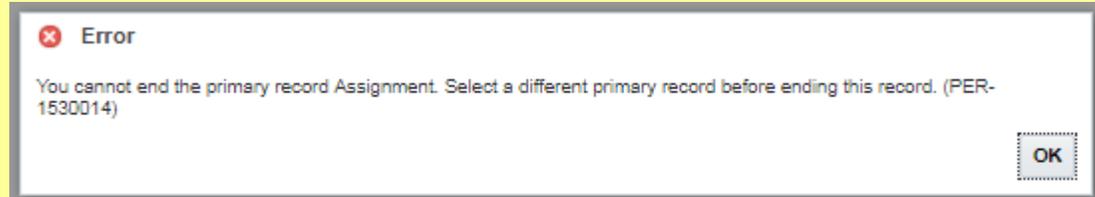


Note: In the case where this is an employee has multiple assignments, and is ending one of them, the individual will remain an active employee at the University. The following describes the end assignment process.

- Select **Edit** then **Update**.

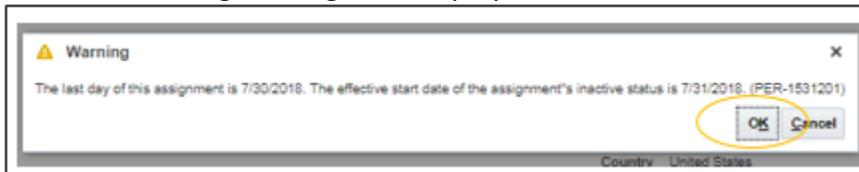


Note: If this is the worker's primary assignment, you will receive this error:



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.



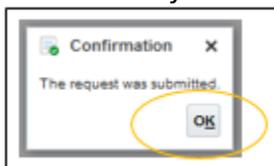
- Review the changes made to the Assignment.



- 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.