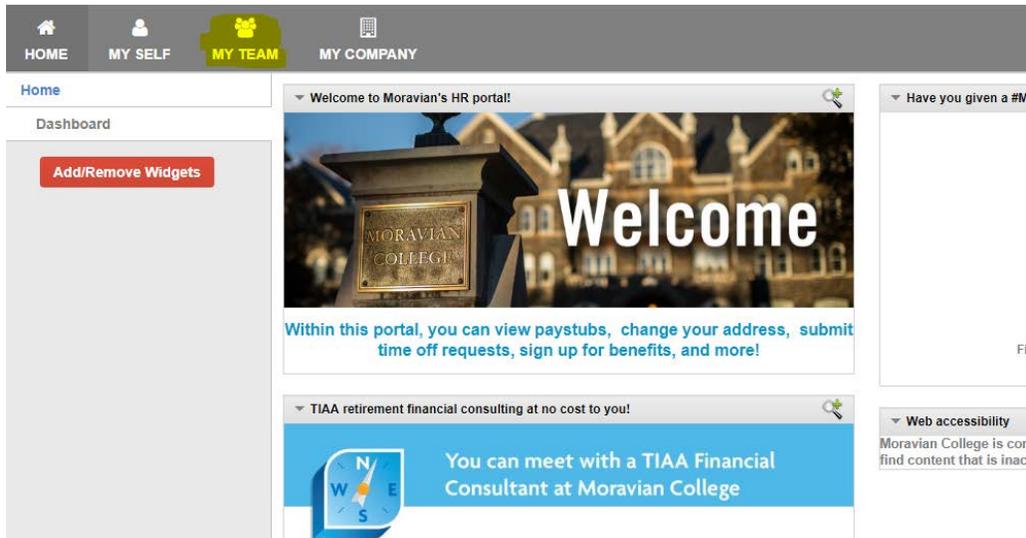


HOW TO TERMINATE AN EMPLOYEE

1. Click on “MY TEAM” tab



HOME MY SELF **MY TEAM** MY COMPANY

Home

Dashboard

Add/Remove Widgets

Welcome to Moravian's HR portal!

Have you given a #M

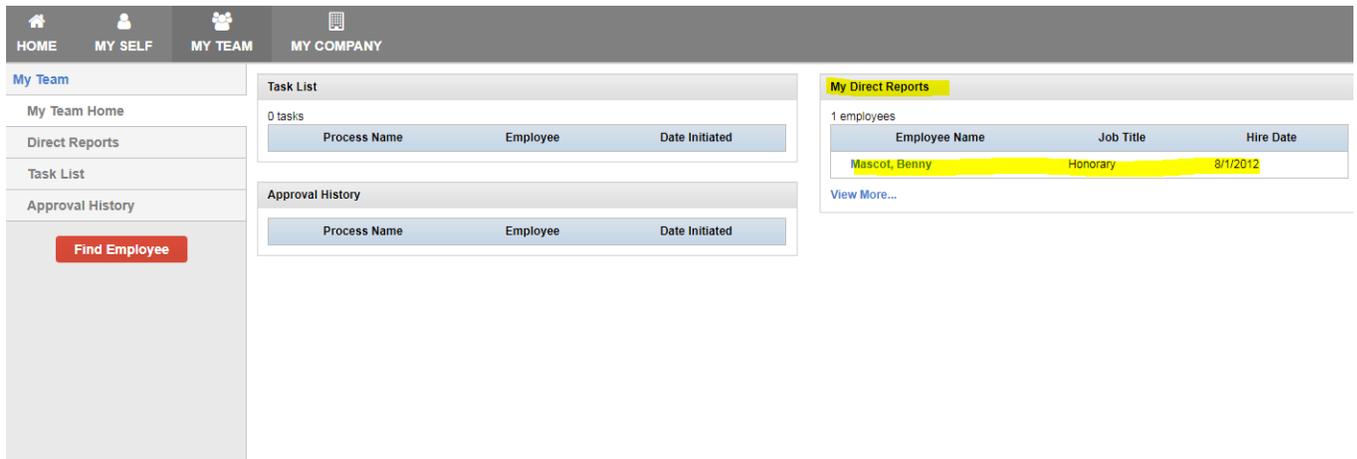
Within this portal, you can view paystubs, change your address, submit time off requests, sign up for benefits, and more!

TIAA retirement financial consulting at no cost to you!

You can meet with a TIAA Financial Consultant at Moravian College

Web accessibility
Moravian College is committed to providing content that is accessible to all users.

2. Click on the employee you would like to change under the “My Direct Reports” tab



HOME MY SELF MY TEAM MY COMPANY

My Team

My Team Home

Direct Reports

Task List

Approval History

Find Employee

Task List

0 tasks

Process Name	Employee	Date Initiated
--------------	----------	----------------

Approval History

Process Name	Employee	Date Initiated
--------------	----------	----------------

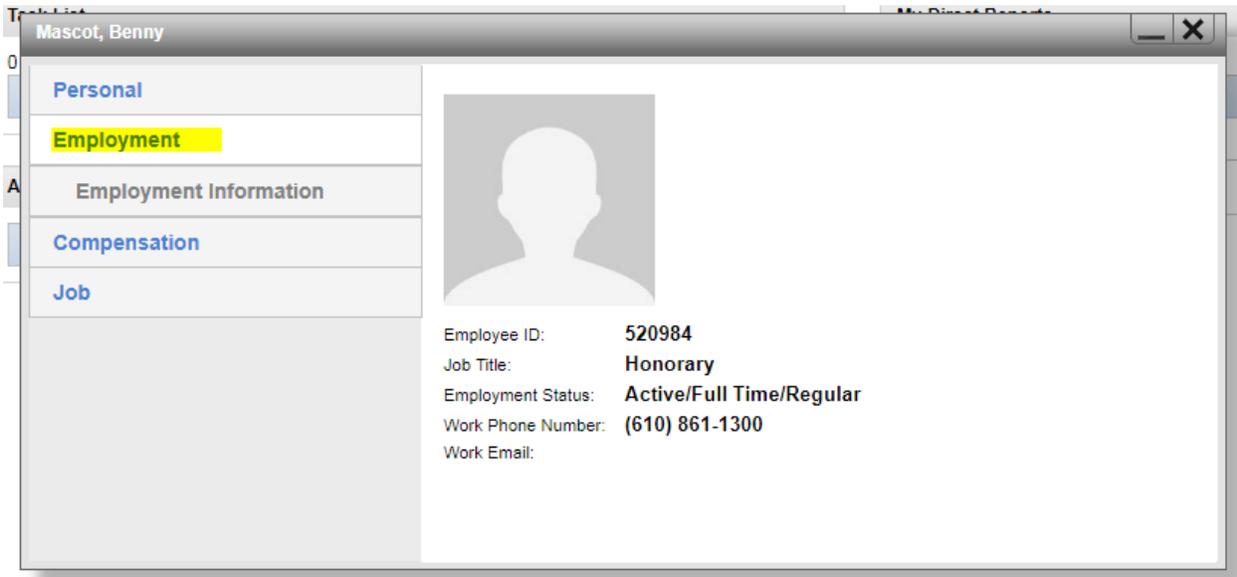
My Direct Reports

1 employees

Employee Name	Job Title	Hire Date
Mascot, Benny	Honorary	8/1/2012

View More...

3. Click on "Employment" tab



Mascot, Benny

Personal

Employment

Employment Information

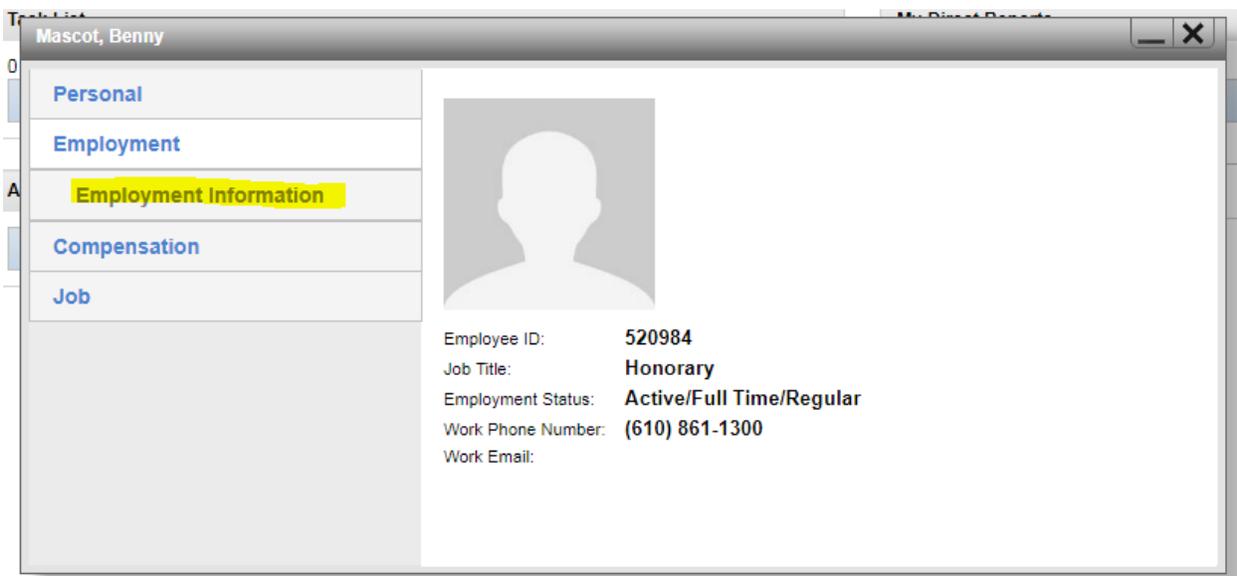
Compensation

Job



Employee ID: 520984
Job Title: Honorary
Employment Status: Active/Full Time/Regular
Work Phone Number: (610) 861-1300
Work Email:

4. Click on "Employment Information"



Mascot, Benny

Personal

Employment

Employment Information

Compensation

Job



Employee ID: 520984
Job Title: Honorary
Employment Status: Active/Full Time/Regular
Work Phone Number: (610) 861-1300
Work Email:

5. Click on “Initiate Termination”

Mascot, Mo - Employment Information

Employment Information

Start Date	Employment Status
1/1/2018	Active/Full Time/Regular

Hire Date: 1/1/2018

Mo has worked here for 0 Years 4 Months from 01/01/2018 to 05/31/2018

Last changed 5/29/2018 by George, Dior D.

[Add New](#) [Initiate Termination](#) [Close](#)



6. Fill in information and click “Save Termination”

Mascot, Mo - Employment Information

Initiate Termination

Termination Date: 5/31/2018

Current Employment Status: Active/Full Time/Regular

Terminated Status: Active/Full Time/Regular

Type: Voluntary

Reason: Voluntary Resignation

Rehire Status: Eligible

[Save Termination](#) [Cancel](#)



7. All pending changes are saved in orange

Mascot, Mo - Employment Information

Employment Information

Start Date	Employment Status
1/1/2018	Active/Full Time/Regular

Hire Date: 1/1/2018

Mo has worked here for 0 Years 4 Months from 01/01/2018 to 05/31/2018

Pending Termination Details

Termination Date	5/31/2018
Type	Voluntary
Reason	Voluntary Resignation
Rehire Status	Eligible

Last changed 5/29/2018 by George, Dior D.

Close

8. Refresh your “My Team” page and you will see your “Termination” change has been initiated. You can find your status of your pending termination by clicking on the “Termination” under the “Approval History” on the “My Team” home screen. (All terminations need to be approved by Human Resources)

HOME MY SELF MY TEAM MY COMPANY

My Team

- My Team Home
- Direct Reports
- Task List
- Approval History

[Find Employee](#)

Task List

0 tasks

Process Name	Employee	Date Initiated
--------------	----------	----------------

Approval History

Process Name	Employee	Date Initiated
Termination	Mascot, Mo	5/31/2018

My Direct Reports

1 employees

Employee Name	Job Title	Hire Date
Mascot, Mo	Honorary	1/1/2018

[View More...](#)

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.



9. You will then be able to see the status. Once approved, the status will be changed to “Approved”

Termination

▼ Task Summary

Process:	Termination	Status:	< Pending >
Employee:	Mascot, Mo	Due Date:	6/4/2018
Initiator:	Comenius, John	Initiated on:	5/31/2018

▼ Details

Field Changed	Old Value	New Value
Termination Date		5/31/2018
Termination Type		Voluntary
Termination Reason		Voluntary Resignation
Rehire Status	None	Eligible

▼ History

 Meixell, Hope E. (as HR Designate) - no action taken yet

Cancel

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.