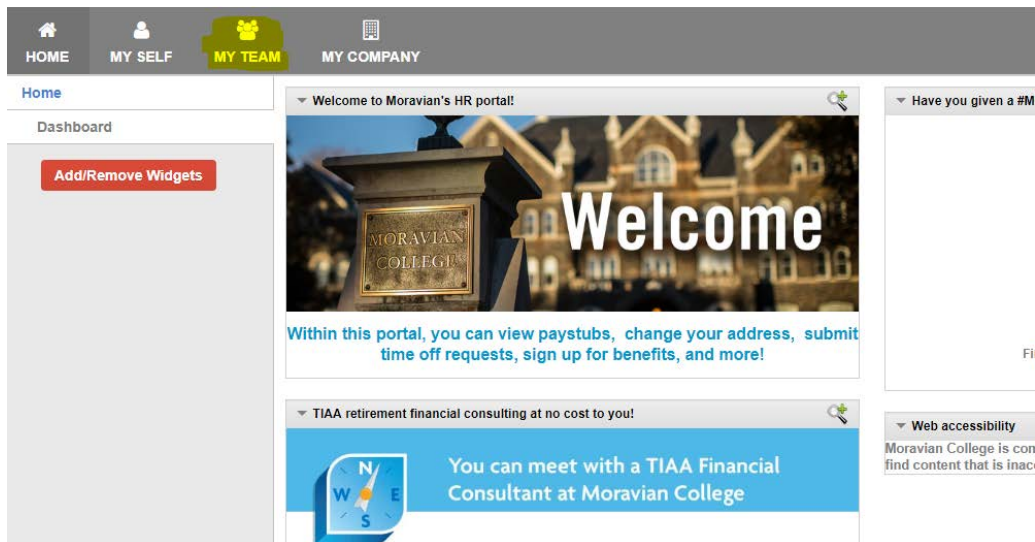


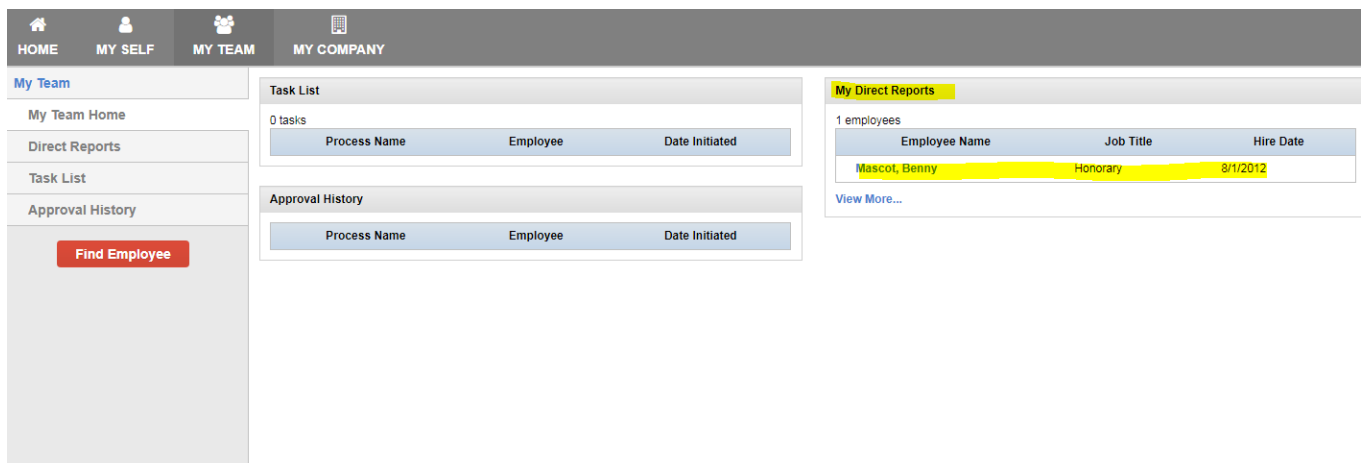


## HOW TO TERMINATE AN EMPLOYEE

### 1. Click on “MY TEAM” tab

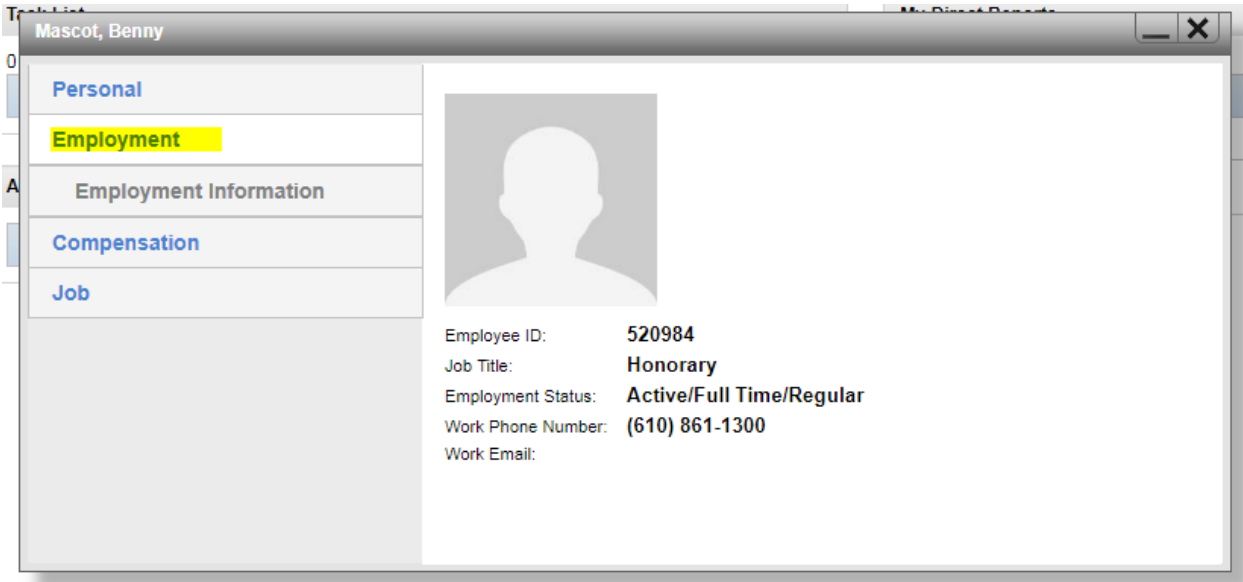


### 2. Click on the employee you would like to change under the “My Direct Reports” tab



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

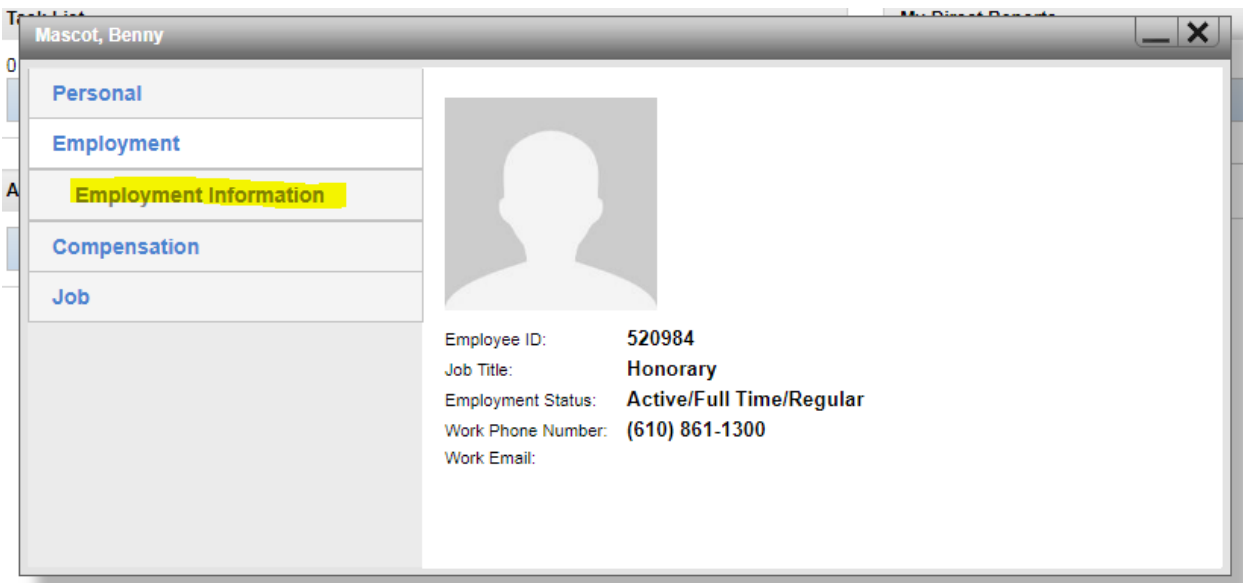
### 3. Click on “Employment” tab



The screenshot shows a web application window titled "Mascot, Benny". On the left is a vertical navigation menu with tabs: "Personal", "Employment" (highlighted in yellow), "Employment Information", "Compensation", and "Job". The main content area on the right features a placeholder for a profile picture and a list of employee details:

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”



The screenshot shows the same web application window, but the "Employment Information" tab is now highlighted in yellow in the navigation menu. The employee details displayed on the right remain the same:

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
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### 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...](#)

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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