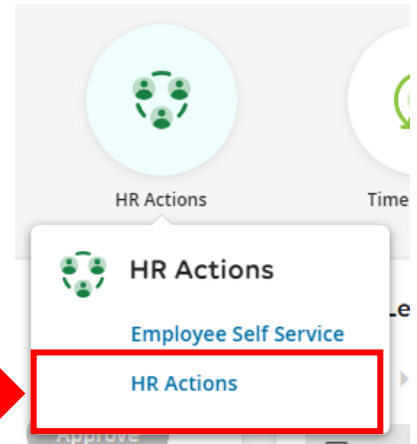


Submitting a Termination:

This training document is intended to provide instruction on how to submit a termination HR Action for an employee who is leaving the University:

1. Login to UKG by accessing the UKG Ready button located under the staff tab in Portal.
2. From your home dashboard, click on the **HR Action Forms** icon and select "HR Actions."



3. Go to **Terminate Employee** from the list and click on **Start** in the far right.

← HR Actions

Available Open Submitted

End Position Assignment

Use this HR Action to end the position of an employee who currently h

New Position Request (FT Faculty, Student, Graduate Assistant)

Submit this request for new position creation of a FT Faculty, Student c

Payment Action (Salary and Rate)

Change in salary, promotion (for Full-Time or Part-Time) and/or percer

Payment Action (Stipend)

Issue one-time or series of payments.

Position Info Updates (Employee)

Title Change, Position Description updates, Work mode, Department u

Position Supervisor Update

Update of Reports To on Position so it is reflected on org chart.

Terminate Employee

Please submit this action to Terminate an employee. Please upload Resigna

Start

4. Search for the employee you would like to terminate in the **Choose Employee** field (use the magnify glass/paper icon to pull up the search functionality). Then click **Continue**.

Terminate Employee ✕

Choose Employee *

Henry Test1 ✕ 🔍

Effective From *

12/07/2023 📅

Cancel
Continue

VERY IMPORTANT: The Effective From date does not pertain to the date the payment goes into effect. It is a system date related to when the HR Action is created.

5. Complete the following fields:
 - a. **Account Status**- select "Terminated"
 - b. **Terminated**- enter their last day of work.
 - c. **Termination Reason**- select the termination reason.
 - d. **Termination Notice**- this is not required, but you can note how much notice the employee provided for their resignation.
 - e. **Termination Notes**- these are NOT confidential so please use caution when entering notes.
 - f. **Recommend for Rehire?**- select the applicable option.

← Terminate Employee

Please submit this action to Terminate an employee. Please upload Resignation Letter, Email or Notice if applicable.

Employee HT Henry Test1

Effective From *

12/07/2023 📅

Save Continue

Please complete required fields

○ Please complete required fields

- Upload Resignation Letter/Email/Notice
- To be completed by HRIS/Payroll. Please click Submit to move...

Please complete required fields

Employee Type

PT Staff A

Termination Reason *

Accepted New (External job)

Termination Notice

14 Days No Notice

Termination Notes

This is a note.

Account Status *

Terminated B

Terminated *

12/16/2023 📅

Recommend for rehire? *

Yes for University and Yes for Department ▼ F

Save
Continue

6. Click the **Continue** button.

- Upload a resignation letter by clicking on the **Upload Document** link in the upper right. This can be an email or word or pdf document.

Upload Resignation Letter/Email/Notice

Upload Documents

[Upload Document](#)

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
General (1)					
Test Resignation Letter.docx	Open Visibility	Dec 7, 2023	Cindy Lou		...

- Click **Continue** to move forward. **PLEASE NOTE**, the last section is for Payroll Use ONLY. Please click the **Submit** button to submit your request into workflow.
- To view the status of your request, click on the **Submitted** tab on the **HR Actions** page and refer to the Workflow State column.

← HR Actions

Available | Open | **Submitted** Search Actions 🔍

All Statuses ▾ | This year ▾ | All Employees ▾

Employee	Created On	Effective Date	Status	Workflow State	Notes	Actions
Payment Action (Stipend) (1)						
Nina Test2	12/07/2023	12/07/2023	Submitted	Created		...

As your action moves through the workflow it will show a message for each approver who has approved it. Once it has completed workflow it will show with a **Completed** status:

Payment Action (Stipend) (2)						
Rudolph Reindeer	12/04/2023	12/04/2023	Submitted	Approved by Dean/VP		...
Coco Melon	12/04/2023	12/04/2023	Completed	Completed		...