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.

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.
VERYIMPORTANT: 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.

6. Click the **Continue** button.
7. 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.

8. 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.

9. To view the status of your request, click on the **Submitted** tab on the **HR Actions** page and refer to the Workflow State column.

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: