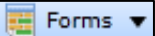

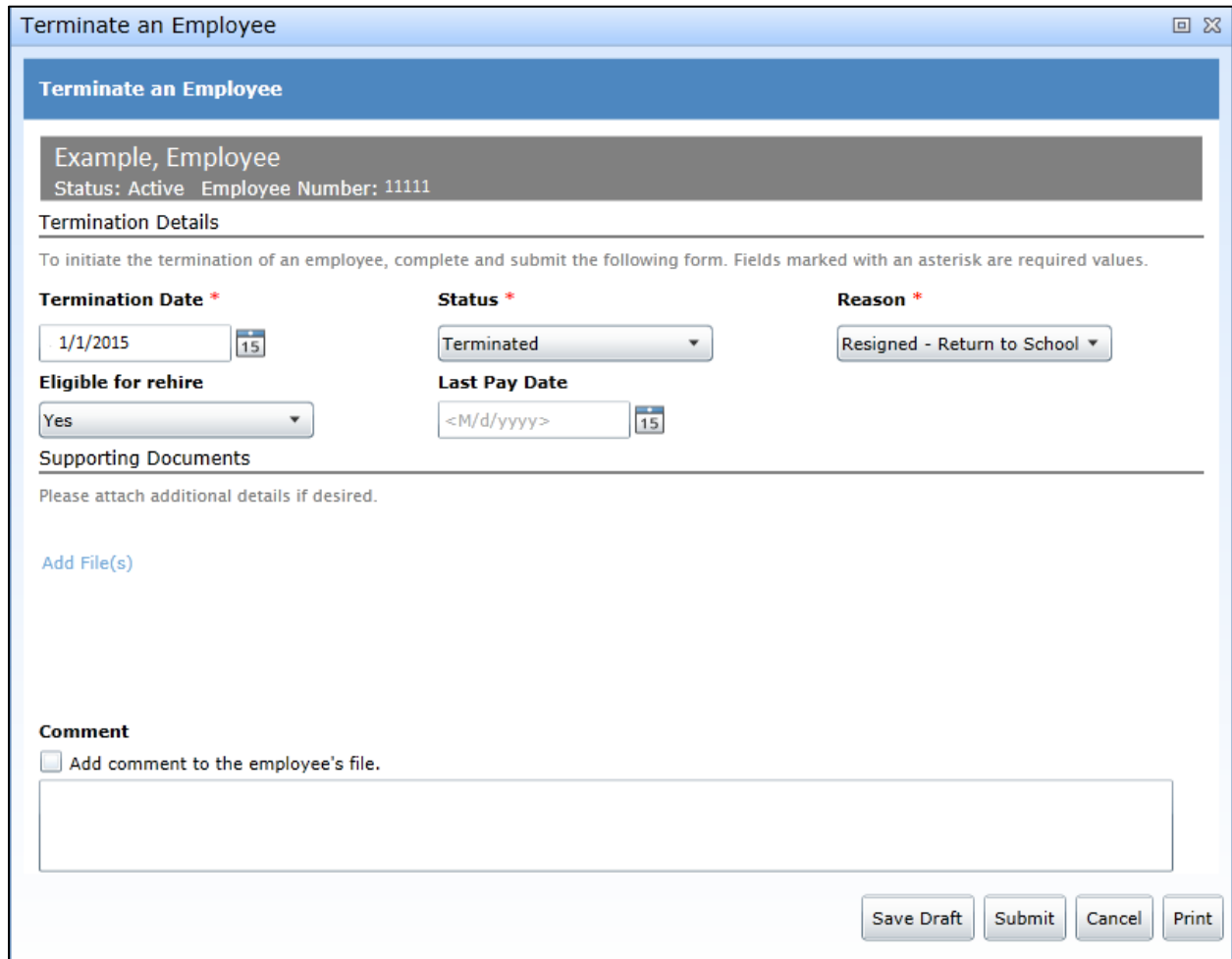


# How to Submit a Terminate an Employee Form

1. Select the employee from the Address Book in My HR
2. Access the **Terminate an Employee Form** from the  drop-down.
3. Insert the last day of work for the employee under the Termination Date field.
4. Select "Terminated" under the Status drop-down.
5. Select the appropriate and primary reason for the employee's termination under the Reason drop-down. If you do not see the reason listed, contact HR.
6. Select whether they are eligible for rehire or not.

**Note:** This is important information that may be used by recruiters in the future. If you do not know – please select "Not Answered". If you select "No", you will be contacted by someone in Human Resources for further explanation.

7. Leave the "Last Pay Date" blank. Someone from HR or Payroll will fill this out.
8. Click .



The screenshot shows a web application window titled "Terminate an Employee". The window has a blue header bar with the title "Terminate an Employee" and a close button. Below the header, there is a grey box containing the text "Example, Employee" and "Status: Active Employee Number: 11111".

The main content area is titled "Termination Details" and contains the following information:

To initiate the termination of an employee, complete and submit the following form. Fields marked with an asterisk are required values.

<b>Termination Date *</b> 1/1/2015	<b>Status *</b> Terminated	<b>Reason *</b> Resigned - Return to School
<b>Eligible for rehire</b> Yes	<b>Last Pay Date</b> <M/d/yyyy>	

Below the form fields, there is a section titled "Supporting Documents" with the text "Please attach additional details if desired." and a link "Add File(s)".

At the bottom, there is a "Comment" section with a checkbox "Add comment to the employee's file." and a text input field.

At the very bottom of the window, there are four buttons: "Save Draft", "Submit", "Cancel", and "Print".