

TERMINATION

How to Initiate an HR Action to Terminate an Employee in UKG

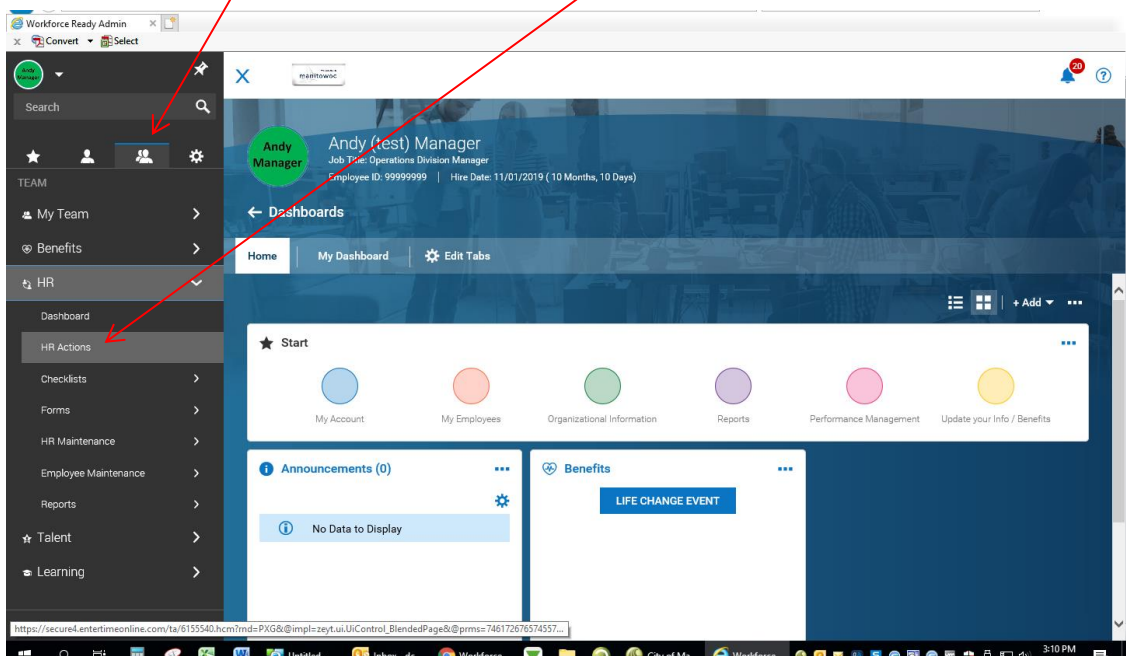
[Log into UKG](#)

Rev: 10-2022

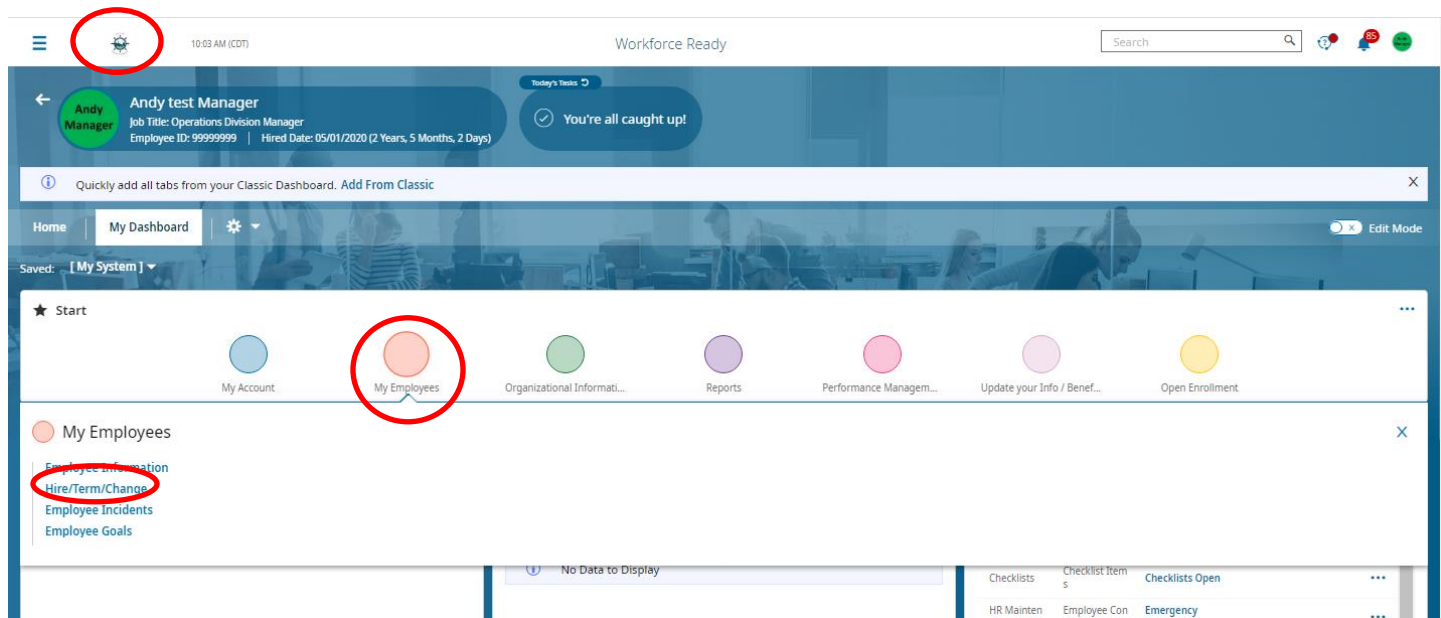
Appendix D

(You may have more or less options available to you depending on your position with the City)

1. Click on the Team tab, then HR, then HR Actions (or see step 2 for another way)



2. Another way to get here is to click the City of Manitowoc logo on the top left of the page, then hover over the “My Employees” colored circle and choose “Hire/Term/Change”



3. Either scroll down or use the search bar to find "Terminate Employee". Here you will click the Start command on the right to initiate your request to HR. (Notice that you need to click available to see them all)

The screenshot shows the HR Actions interface. At the top, there is a search bar and navigation icons. Below the search bar, the breadcrumb "HR > HR Actions" is visible. A navigation bar contains three tabs: "Available" (selected), "Open", and "Submitted". A search bar for "Search Actions" is located to the right of the tabs. The main content area lists several HR actions:

- Job Reclassification/Promotion**: Please fill out the requested information to make changes to an employee's job classification. Please be sure to save each page as you move along the process. [Start](#)
- Re-Hire**: Leave "Effective From" as today's date. Update "New Hire Rate" and "New Hire Rate Per" (HR Custom Fields - This will populate on the offer letter) [Start](#)
- Supervisor Hires Applicant - HR Approves**: Supervisors: When you are ready to hire an employee, you must fill out the following information to begin the process. After continuing to the second page, please be sure to click **SUBMIT** Upon receipt of this information, HR will initiate the background check and hiring process. [Start](#)
Notes:
 - *Do not change the "Effective From" date.
 - *Leave the "Personal Settings" field blank.
 - *Please provide **home** email address for candidate.
 - *Seniority Date should match Hired date. Review Date should be the next October 1st
 - *ACA Profile, Benefits Profile and Performance Profile will be entered by HR.
- Terminate Employee**: Please fill out the fields below and submit for approval. You will receive an email upon HR/Payroll review. Please ensure that you upload any relevant documentation using the blue link. Please return access badge to Human Resources, follow the Key Control Policy for return of keys, and collect any other City property including uniforms, credit cards, cell phones, etc. [Start](#)
Only choose "Terminated" status.

4. Click the blue square and magnifying glass in the Choose Employee field to search for the employee and select them. In the "Effective From" box enter the last day of employment with the City. Click Continue.

The screenshot shows a modal window titled "Terminate Employee" with a close button (X) in the top right corner. The form contains the following fields:

- Choose Employee ***: A search field with the placeholder text "Search and select employee" and a magnifying glass icon on the right.
- Effective From ***: A date field with the value "07/10/2020" and a calendar icon on the right.

At the bottom of the modal, there are two buttons: "CANCEL" and "CONTINUE".

5. Complete the following screen:

- **Effective From field:** Select the last day the employee will be employed by the City
- **Account Status:** Select Terminated
- **Terminated:** Select the last day the employee will be paid by the City
- **Last Day Worked:** Select the last day they physically came to work
- Select a **Termination Reason** and enter the number of days' notice given in the **Termination Notice** field.
- There is a blue link (UPLOAD DOCUMENT) Please attach any resignation notice or supporting materials here.
- Check the box if you consider the employee to be re-hireable and include any **Termination Notes** you wish to share. This is important for future hiring in the system. Click SAVE then click CONTINUE.

← Terminate Employee

Please fill out the fields below and submit for approval. You will receive an email upon HR/Payroll review. Please ensure that you upload any relevant documentation using the blue link. Please return access badge to Human Resources, follow the Key Control Policy for return of keys, and collect any other City property including uniforms, credit cards, cell phones, etc.

Employee TT Test X. Tester

Effective From *

12/20/2019



SAVE

CONTINUE

Termination Details

Managers at Termination

Benefits End Date

Termination Details

Account Status *

Terminated

Terminated *

12/20/2019

Last Day Worked *

12/20/2019

Termination Reason *

Resignation

Termination Notice

2

Weeks

No Notice

[↑ UPLOAD DOCUMENT](#)

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

Termination Notes

This person was a great employee!

Rehireable

SAVE

CONTINUE

- Notice a green check next to the screen you just completed, that means the section is completed.
- Next complete this screen: **Managers at Termination**- Make your selections and click Save then Click Continue.

← Terminate Employee

Please fill out the fields below and submit for approval. You will receive an email upon HR/Payroll review. Please ensure that you upload any relevant documentation using the blue link. Please return access badge to Human Resources, follow the Key Control Policy for return of keys, and collect any other City property including uniforms, credit cards, cell phones, etc.

Employee TT Test X. Tester

Effective From *

12/20/2019



SAVE

CONTINUE

Termination Details

Managers at Termination

Benefits End Date

Managers at Termination

Supervisor *

TestManager TestManager

Department Head *

Jessica C. Lillibridge

Mayor

Justin M. Nickels

Supervisor That Approves PTO

TestManager TestManager

Supervisor 2

TestManager TestManager

SAVE

CONTINUE

- Notice the green check once again next to Managers at Termination.

- Next complete Benefits End Date Tab

- Benefit Coverage End Date-Select the last day of the month of termination
- Benefits Deduction/Earnings End Date-Select the last day of the month of termination
- Click Save, then Click Submit. This will send to HR to terminate employee.

Effective From *

12/24/2020



SAVE

SUBMIT

Termination Details

Managers at Termination

Benefits End Date

Benefits End Date

Benefit Coverage End Date *

mm/dd/yyyy

mm/dd/yyyy

Benefits Deduction/Earnings End Date *

mm/dd/yyyy

SAVE

SUBMIT

- You will either receive a notice that the Termination has been processed and you are done, or you will have your request rejected if you need to provide more information. In that case, you make your changes and re-submit.