

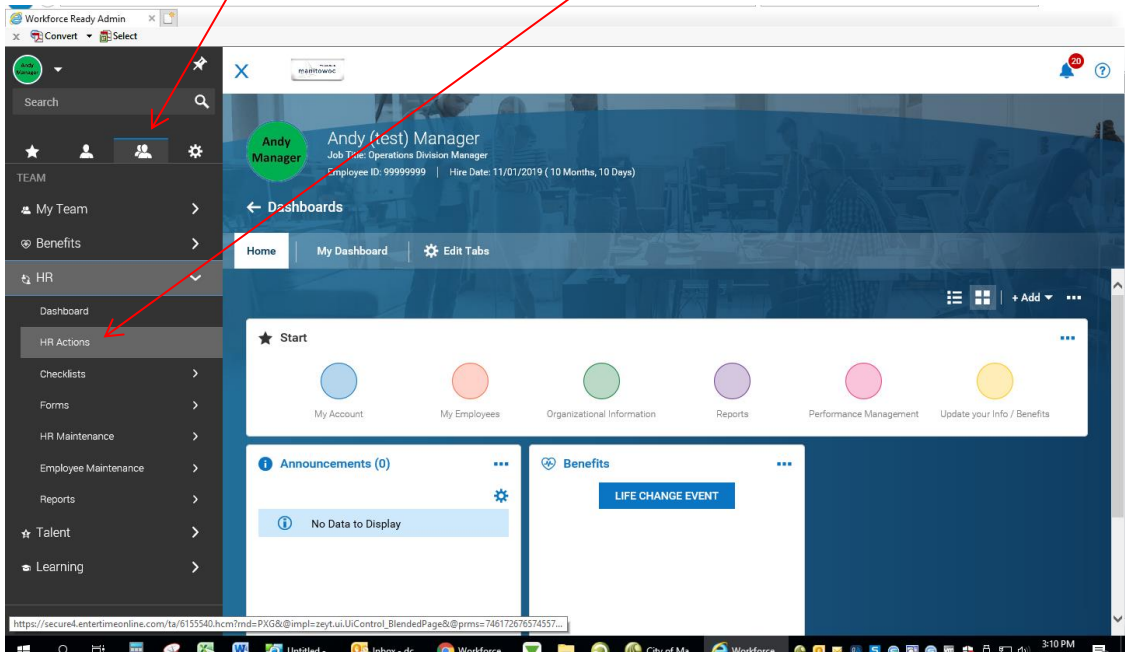
KRONOS TERMINATION INSTRUCTIONS

How to initiate an employee termination

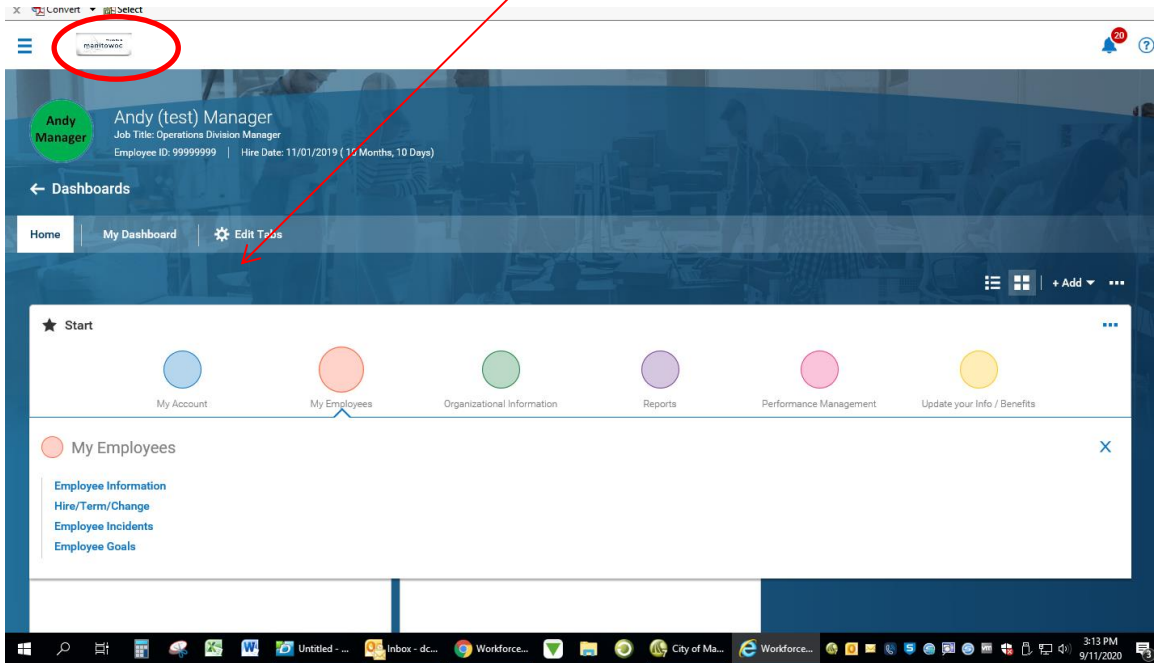
[Kronos Log In Link](#)

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

1. Click on my team tab, then HR, then HR Actions



2. Another way to get here is to click the square “Manitowoc Button” on the top left of the page, then hover over the “My Employees” orange 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' page. At the top, there is a navigation bar with a hamburger menu, the 'mainflow' logo, and the text 'HR'. A red arrow points from the 'AVAILABLE' tab to the 'Terminate Employee' row. The 'AVAILABLE' tab is highlighted in blue. Below the tabs is a search bar labeled 'Search Actions'. The main content area lists several HR actions: 'Job Reclassification/Promotion', 'Re-Hire', 'Supervisor Hires Applicant - HR Approves', and 'Terminate Employee'. Each row has a 'Start' button on the right. The 'Terminate Employee' row has '3 Open' and a 'Start' button circled in red. A red arrow also points from the 'Start' button in the 'Terminate Employee' row to the 'Choose Employee' field in the next screenshot.

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 has two main sections: 'Choose Employee *' and 'Effective From *'. The 'Choose Employee *' section has a text input field with the placeholder 'Search and select employee' and a blue square with a magnifying glass icon to its right. The 'Effective From *' section has a date input field with the value '07/10/2020' and a calendar icon to its right. At the bottom of the form, there are two buttons: 'CANCEL' and 'CONTINUE'. A red arrow points from the magnifying glass icon in the 'Choose Employee' field to the 'CONTINUE' button.

5. Complete the following screen:

- **Effective From field:** Select the last day the employee will be employed by the City
- **Account Status:** Select Terminated (or what is applicable)
- **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 the **Termination Notice**.
- 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 rehireable and include any **Termination Notes** you wish to share. 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

6. Notice a green check next to the screen you just completed, that means the section is completed.
7. 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

8. Notice the green check once again.
9. Next complete this screen: **Benefits End Date**-Select the last day of the month of termination and click Save, then Click Submit. This will send to HR to terminate employee.

← 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

SUBMIT

Termination Details

Managers at Termination

Benefits End Date

Benefits End Date

Benefit Coverage End Date

12/31/2019

12/31/2019



SAVE

SUBMIT

10. 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.