

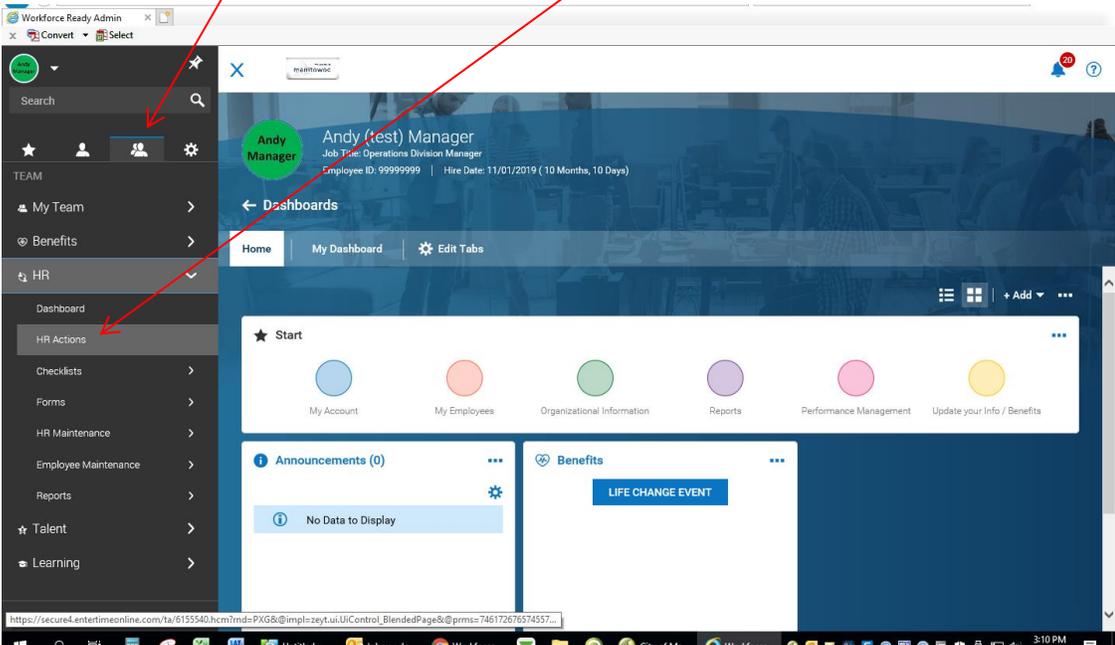
KRONOS TERMINATION INSTRUCTIONS

How to initiate an employee termination

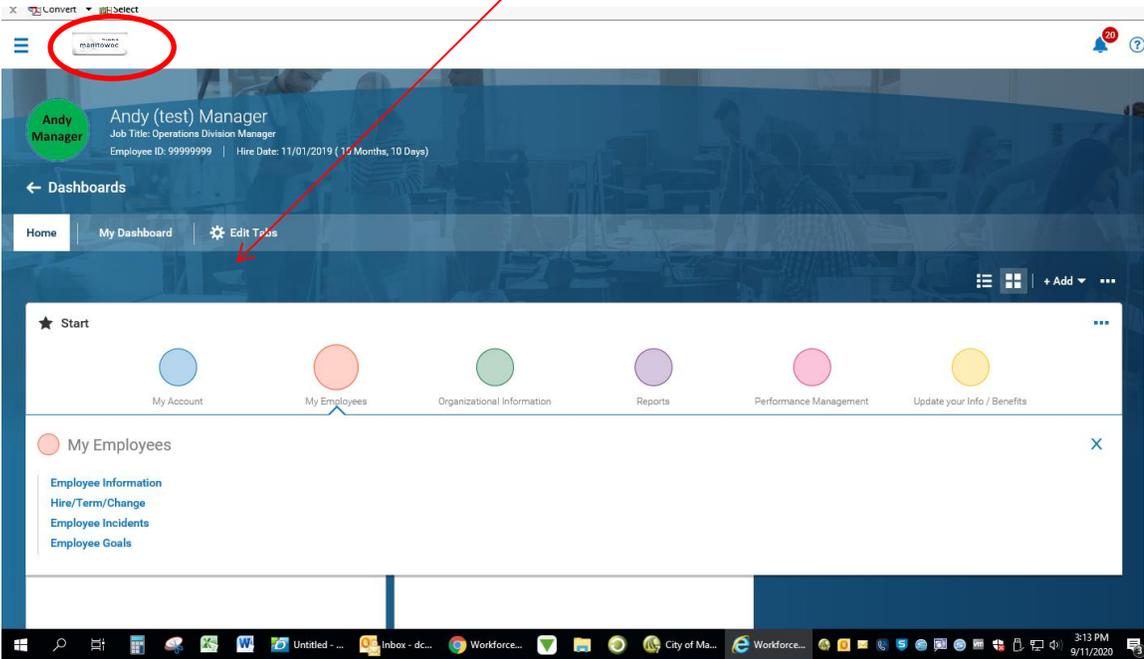
[Kronos Log In Link](#)

(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**: 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**: [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. Upon receipt of this information, HR will initiate the background check and hiring process. [Start](#) (2 Open)
- 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](#) (3 Open)

Notes for Supervisor Hires Applicant - HR Approves:

- *Do not change the "Effective From" date.
- *Leave the "Personal Settings" field blank.
- *Please provide home email address for candidate.
- *Under Base Compensation, click the three dots on the right side to edit the line and add the compensation.

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 the 'Terminate Employee' form. The title is 'Terminate Employee' with a close button (X). The form has two main sections:

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

At the bottom of the form, 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 (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

- 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 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

- 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.