KRONOS TERMINATION INSTRUCTIONS
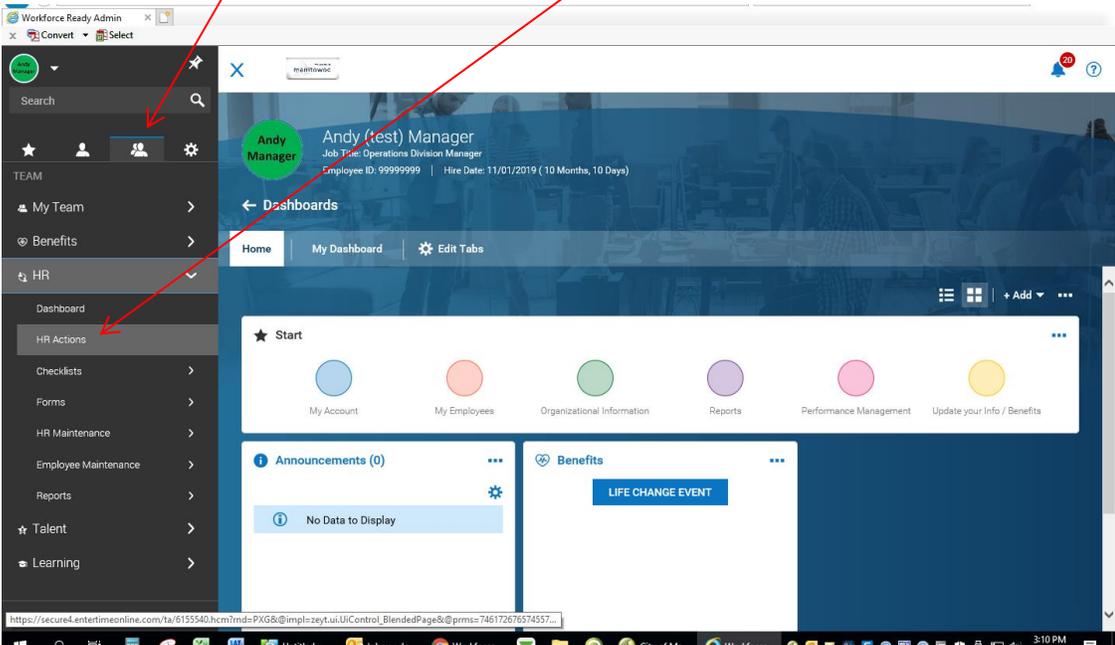
How to initiate an employee termination
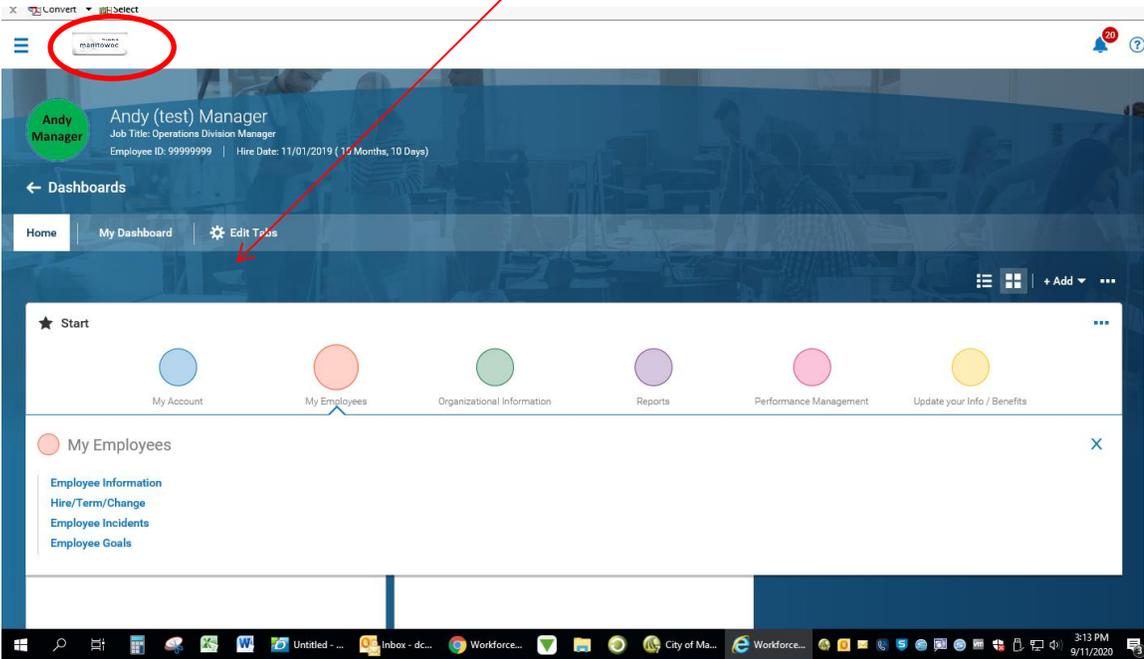
Kronos Log In Link

(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)

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.

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	Termination Details
Managers at Termination	
Benefits End Date	

Account Status *   Terminated *   Last Day Worked *
Terminated   ▼   12/20/2019   📅   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

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Employee   TT   Test X. Tester

Effective From *
12/20/2019   [...] | SAVE   CONTINUE

✓ Termination Details   Managers at Termination

  Managers at Termination
                               Supervisor *   Department Head *   Mayor
  Benefits End Date   TestManager TestManager   Jessica C. Lillibridge   Justin M. Nickels

                               Supervisor That Approves PTO   Supervisor 2
                               TestManager TestManager   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   Benefits End Date

✓ Managers at Termination
                               Benefit Coverage End Date
  Benefits End Date   12/31/2019   12/31/2019   ⑦

                                                                              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.