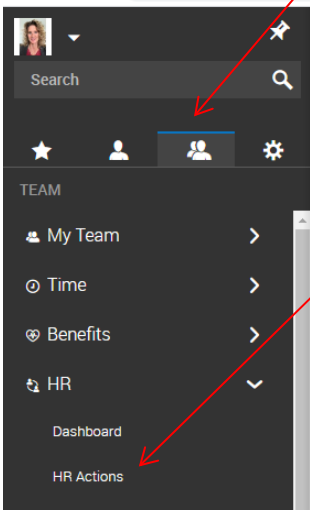


# HOW TO INITIATE A TERMINATION OF AN EMPLOYEE

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

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



2. Here you will click the Start command on the right to initiate your request to HR. This one is for Terminate Employee. (Notice that you need to be in available to see them all)

HR

Community Help Feedback 5 0

← HR Actions

AVAILABLE OPEN (1) SUBMITTED

Search Actions

Offer Seasonal NEW HIRE Non-CDL Driver This will send the new employee their Offer Letter and their New Hire Checklist.	Start
Offer Seasonal REHIRE This will send rehire checklist to employee.	Start
Offer Seasonal REHIRE WINTER This will send an offer and request to update information to winter seasonal rehire candidate.	Start
Re-Hire	1 Open   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. <b>Notes:</b> Do not change the "Effective From" date. Leave the "Personal Settings" field blank. Please provide home email address for candidate.	Start
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

- 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 tile and choose “Hire/Term/Change”



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

Terminate Employee ✕

Choose Employee \*

Test X. Tester ✕

Effective From \*

12/20/2019 📅

CANCEL CONTINUE

5. Complete the following screen:

- **Effective From field:** Select the last day the employee will be paid 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 that is done.
- 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 \* Department Head \* Mayor

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
- 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.