MSS: Terminating an Employee Record
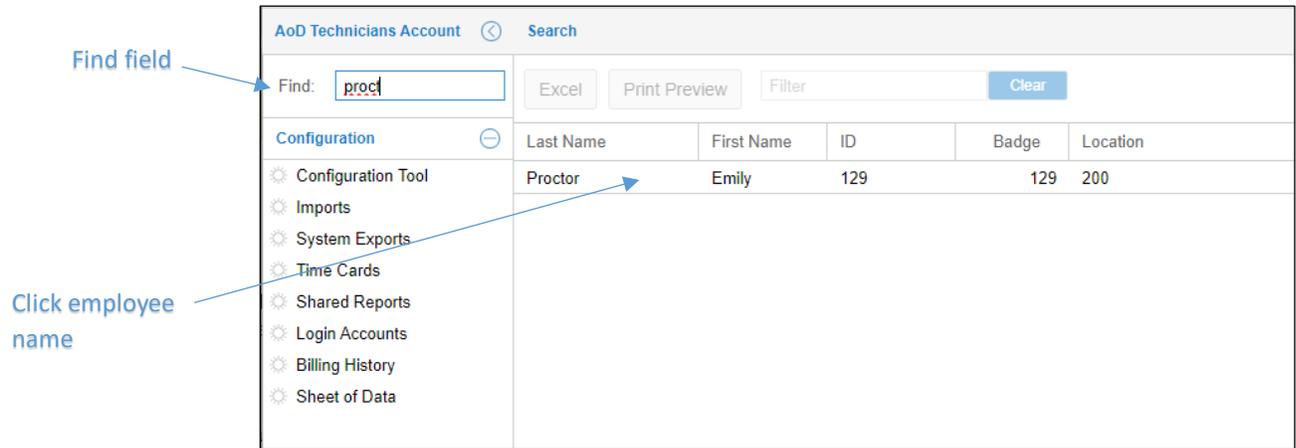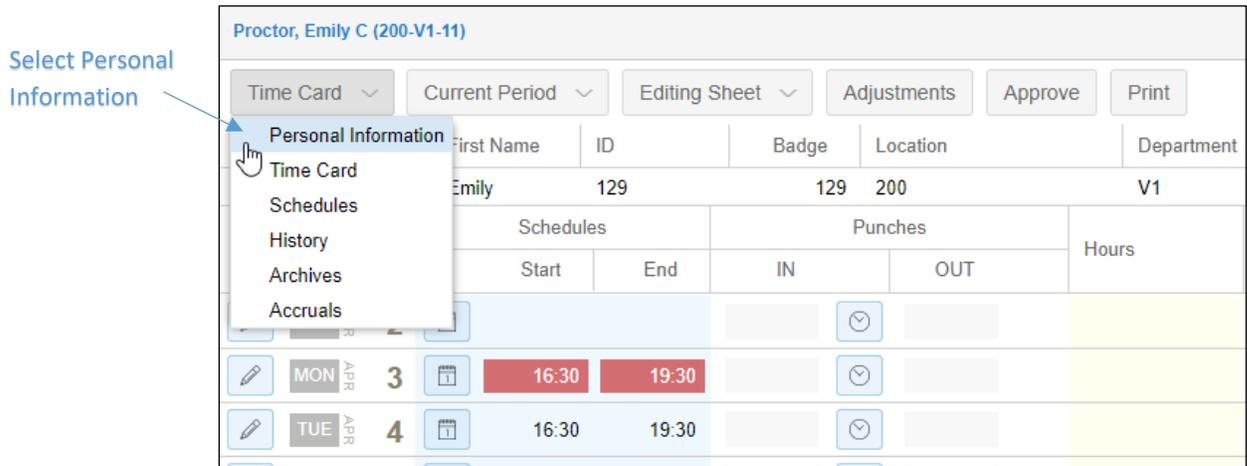
To terminate an employee record in Manager Self Service, locate the employee record using the Find field. Type all or part of the employee's name and hit the Enter key on your keyboard.

Click the employee's name in the list of results returned by the employee search.

In the employee's time card, select Personal Information from the Time Card drop-down list.

Select Active Status from the Basic drop-down list.

Select Active
Status

Click the Change Active Status button in the Active Status Page.

Click Change Active
Status button

An employee's current status can be adjusted by clicking the pencil icon. This method is recommended only for repairing status settings, such as those that might occur during import, not for terminating an employee permanently.

Current			
Adj	Active Status	Condition	Effective
✎	Active	Normal	1/10/17

Only the Change Active Status button will preserve the employee's historical records.

Adjust Current Active Status Settings ⊗

Properties

Note: Changes in this area will not maintain historical records. Unless you are simply repairing a mistake, select the "New Active Status" button in the toolbar above.

Active Status: Active

Active Condition: Normal

Terminated Condition:

Effective Date: 4/3/17

Notes:

Ok Cancel

Select **Terminated** in the Active Status drop-down list in the *Assign New Active Status* window.

Assign New Active Status ⊗

Properties

Active Status: Terminated — Select Terminated

Active Condition: Normal

Terminated Condition: Disciplinary Action

  Disciplinary Action
  On Leave
  Permanent — Select Permanent

Effective Date:

Notes:

Ok Cancel

Select **Permanent** in the Terminated Condition drop-down list.

Select the effective date for termination in the Effective Date field.

Click Calendar icon to select the date when termination is effective

Add notes by typing in Notes field

Click the OK button when settings have been selected

Add a note in the Notes field if needed and click the **OK** button when the fields have been completed.

Terminated employee records can be viewed in the Terminated Employees summary sheet in the Shared Reports Menu.

To view the treminated employee record, review the *Locating Terminated Employees* job aid.