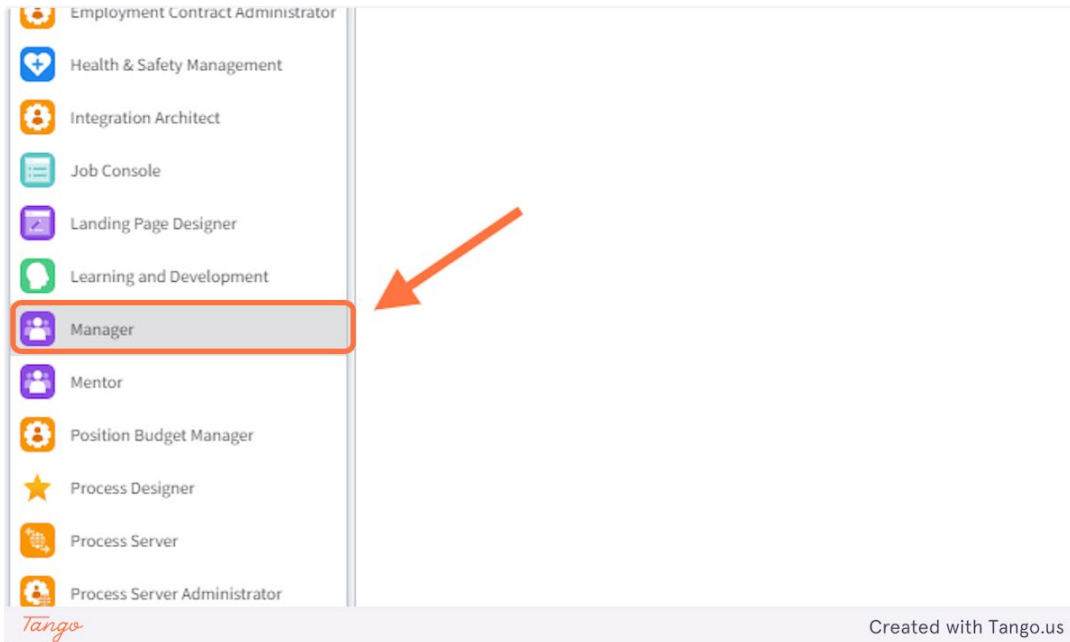


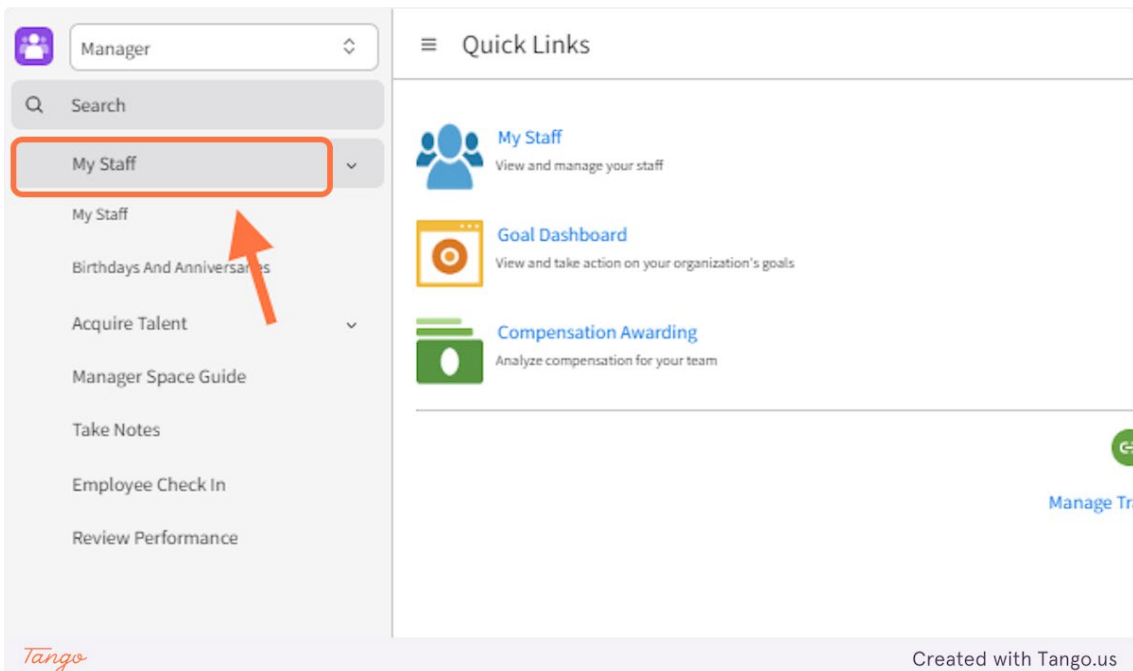
Pending Termination for Employees - Manager Space

This PDF will walk you through a pending termination for an employee in Manager Space. A pending term is an employee who is leaving their state employment. This status will leave them active to be paid out their final pay through payroll. As a manager, you can submit the pending termination when an employee gives you notice.

1. In GHR, click on Manager



2. Then click on My Staff.



3. Double-click on the employee you are putting the termination in for.

The screenshot shows a HRIS interface with a list of employees on the left and a detailed profile on the right. The employee Jenny Langdeau (JL) is highlighted with a red box. The profile on the right is for Dawn Deal (DD).

Employee List:

- DD Dawn Deal, 400129 Human Resource ...
- SF Susan Flottmeyer, 010413 Payroll Coordinator ...
- CH [redacted], 011107 HRIS Senior Analyst ...
- JL Jenny Langdeau, 011107 HRIS Senior Analyst ...**
- BM [redacted]
- KM [redacted]
- AT [redacted]

Employee Profile (Dawn Deal):

- Employment ID: 150759
- Phone: 1 605-456-7890
- Position: 400129 Human Resource Specialist III
- Org Unit: 012917 Employee Benefits
- Location: PIERRE
- Birthdate: June 11
- FTE: 1.000000
- Pay: 32.82 US / Hourly

Compensation:

Pay Rate	
Hourly:	32.82 US
Total Rate:	32.82

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4. Click on Work Assignments.

The screenshot shows the profile of Jenny Langdeau. The 'Work Assignments' tab is highlighted with a red box and an arrow.

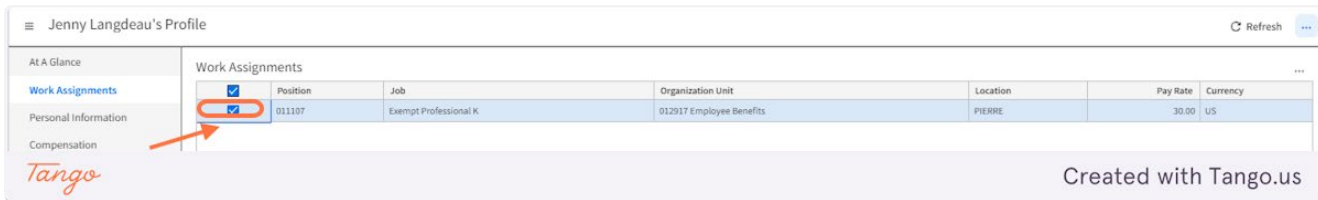
Manager: [redacted]

Jenny Langdeau's Profile

- At A Glance
- Work Assignments**
- Personal Information
- Compensation
- Talent Profile
- Take Notes

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5. Now select the box in front of the employee's name that is terming.



Jenny Langdeau's Profile

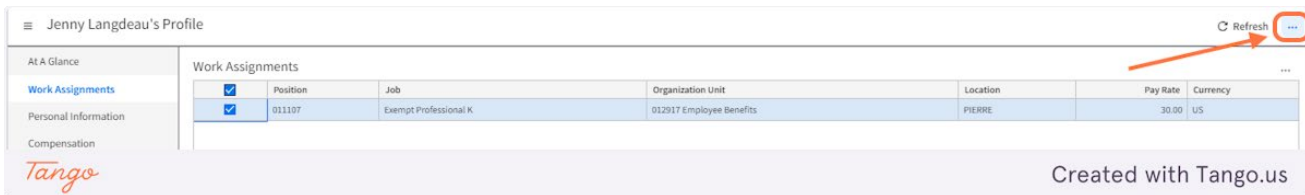
At A Glance

Work Assignments

<input checked="" type="checkbox"/>	Position	Job	Organization Unit	Location	Pay Rate	Currency
<input checked="" type="checkbox"/>	011107	Exempt Professional K	012917 Employee Benefits	PIERRE	30.00	US

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6. Click on More Actions, also referred to as the ellipsis or three dots on the top to get the drop-down.



Jenny Langdeau's Profile

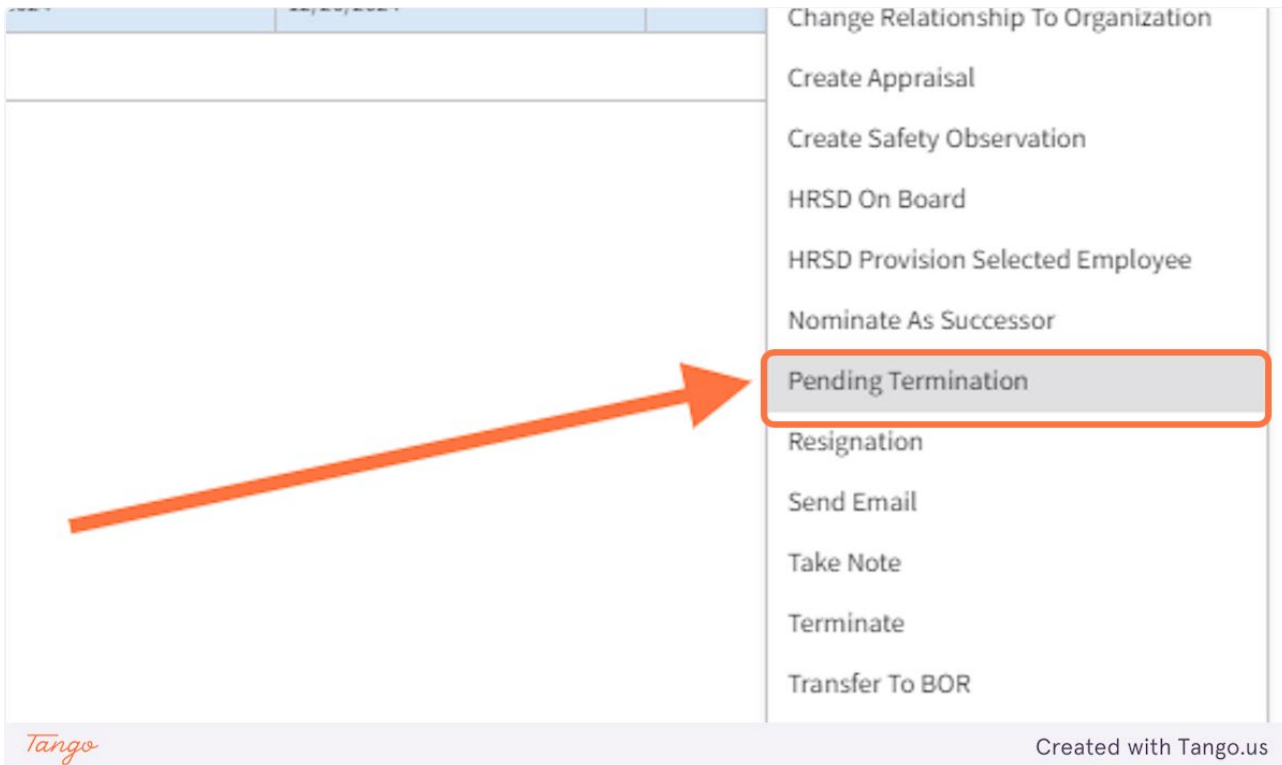
At A Glance

Work Assignments

<input checked="" type="checkbox"/>	Position	Job	Organization Unit	Location	Pay Rate	Currency
<input checked="" type="checkbox"/>	011107	Exempt Professional K	012917 Employee Benefits	PIERRE	30.00	US

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7. Here you will choose Pending Termination.



- Change Relationship To Organization
- Create Appraisal
- Create Safety Observation
- HRSD On Board
- HRSD Provision Selected Employee
- Nominate As Successor
- Pending Termination**
- Resignation
- Send Email
- Take Note
- Terminate
- Transfer To BOR

Created with Tango.us

8. A pop-up will appear. You will be required to fill in the fields that have the red asterisk next to the name. The first one to fill out will be the effective date. Add the effective date by using the lookup trigger.

Begin Termination For Jenny Langdeau-600030

This request will be routed for approval; after it is approved this record will be updated

Effective Date *

Reason *

Enter The Termination Information

Relationship to Organization: PERMANENT (Permanent Employee)

Current Relationship Status: Pending Term

New Relationship Status: Pending Term (Pending Term)

Eligible For Rehire:

Termination Notice: 8/21/2024

Expected Payout Date

Comment

Buttons: Cancel, Save As Draft, Submit

Tango Created with Tango.us

9. In this example we will use Monday, September 30, 2024.

S	M	T	W	T	F	S	Description
1	2	3	4	5	6	7	Permanent Employee
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	Description
22	23	24	25	26	27	28	Pending Term
29	30	1	2	3	4	5	

Buttons: Clear, Apply

Expected Payout Date

Comment

Tango Created with Tango.us

10. Next you will need to use the lookup trigger to determine the reason the employee is terminating.

ence

Begin Termination For Jenny Langdeau-600030

This request will be routed for approval; after it is approved this record will be updated

Effective Date *
9/30/2024

Reason *

Enter The Termination Information

Relationship To Organization: PERMANENT
Description: Permanent Employee

Current Relationship Status: Pending Term

New Relationship Status:
Description:

Tango Created with Tango.us

11. For this example we will use resignation.

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Begin Termination For Jenny Langdeau-600030

This request will be routed for approval; after it is approved this record will be updated

Effective Date *
9/30/2024

Reason *

Select 'Reason'

Action Reasons

Action Reason	Description	Subject
DISABILITY RETIREMEN	Disability Retirement	HCMEmployeeActionRequestTerminate
LAYOFF	Layoff	HCMEmployeeActionRequestTerminate
MEDICAL DISABILITY	Medical Disability	HCMEmployeeActionRequestTerminate
PROBATIONARY RESIGNA	Probationary Resignation	HCMEmployeeActionRequestTerminate
PROBATIONARY TERM	Probationary Term	HCMEmployeeActionRequestTerminate
REIMB	Term for Reimbursement	HCMEmployeeActionRequestTerminate
RESIGN IN LIEU OF TE	Resign in Lieu of Term	HCMEmployeeActionRequestTerminate
RESIGNATION	Resignation	HCMEmployeeActionRequestTerminate

Tango Created with Tango.us

12. You then can add a professional comment, but this must be discussed and agreed upon by the HRM.

011107 Exempt Professional K 012917 Employee Benefits

Begin Termination For Jenny Langdeau-600030

This request will be routed for approval; after it is approved this record will be updated

Effective Date *
9/30/2024

Reason *
RESIGNATION : Resignation

Enter The Termination Information

Relationship To Organization	Description
PERMANENT	Permanent Employee

Current Relationship Status
Pending Term

New Relationship Status	Description
PENDING TERM	Pending Term

Eligible For Rehire

Termination Notice
8/21/2024

Expected Payout Date
[Empty]

Comment
Comment must be approved by HRM

Cancel Save As Draft Submit

13. Click on submit once all the information is completed. The process flow then will go to the appropriate approver before the employee is listed as a pending termination.

