

## 8.9 HRMS Step by Step Guide

### Terminate an Employee (Including Retirements) - Workforce Administration

**Overview:** This guide provides steps used to terminate an employee, including employees who are retiring.

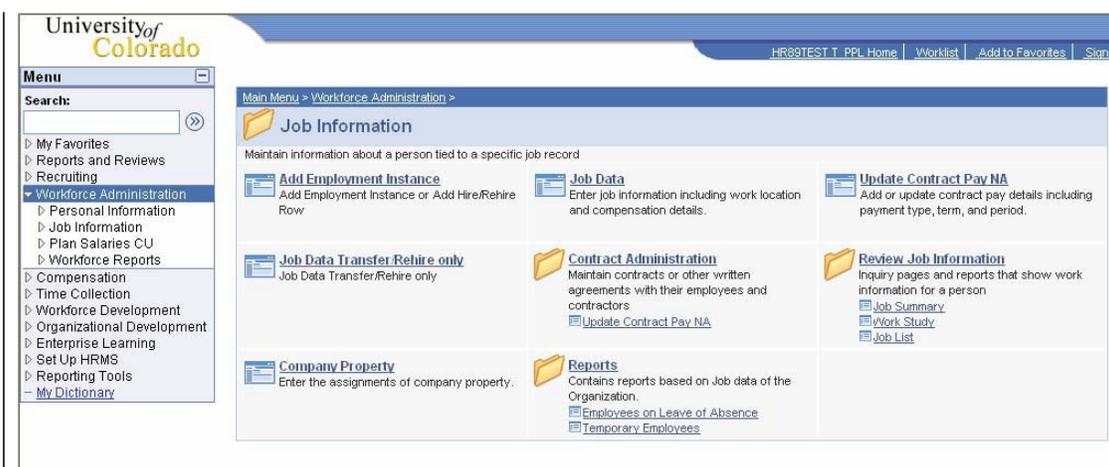
**Termination Effective Date:** The effective date of the Termination is the day **AFTER** the last day the employee works. In other words, it is the 1<sup>st</sup> day the employee no longer works for the university, even if that day is a Saturday.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

**Note:** The screen shots used in this guide may not be representative of your access.

#### 1. Navigate to Job Information page

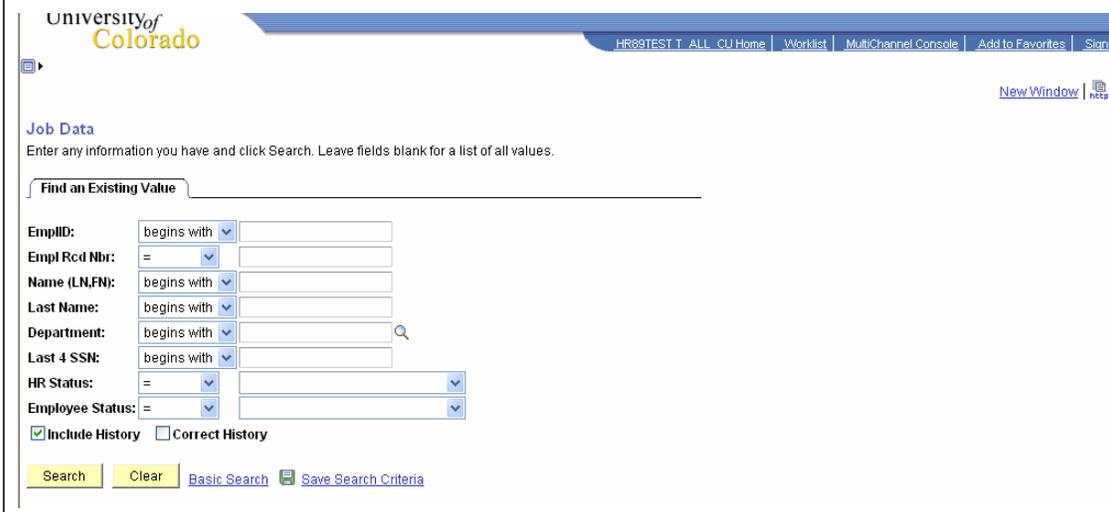
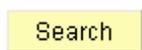
- Workforce Administration
- Job Information
- Job Data



#### 2. Job Data search page displays

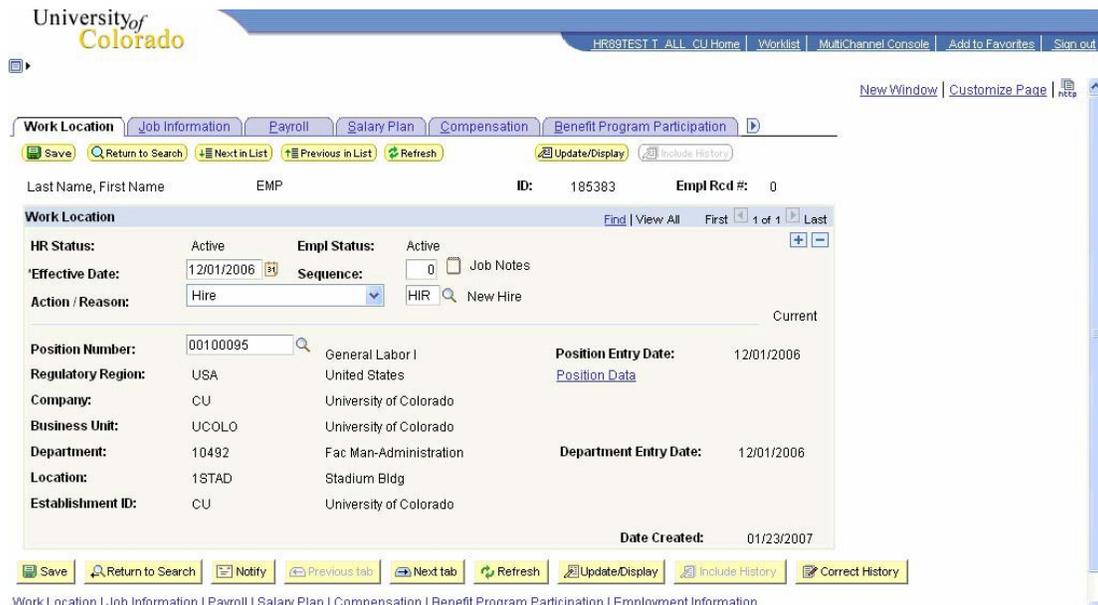
- Enter one or more of the search fields

- Click



### 3. Work Location page displays

- Click  to insert a row



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New Window Customize Page

Work Location Job Information Payroll Salary Plan Compensation Benefit Program Participation

Save Return to Search Next in List Previous in List Refresh Update/Display Include History

Last Name, First Name EMP ID: 185383 Empl Rcd #: 0

Work Location Find | View All First 1 of 1 Last

HR Status: Active Empl Status: Active

Effective Date: 12/01/2006 Sequence: 0 Job Notes

Action / Reason: Hire HIR New Hire

Current

Position Number: 00100095 General Labor I Position Entry Date: 12/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 10492 Fac Man-Administration Department Entry Date: 12/01/2006

Location: 1STAD Stadium Bldg

Establishment ID: CU University of Colorado

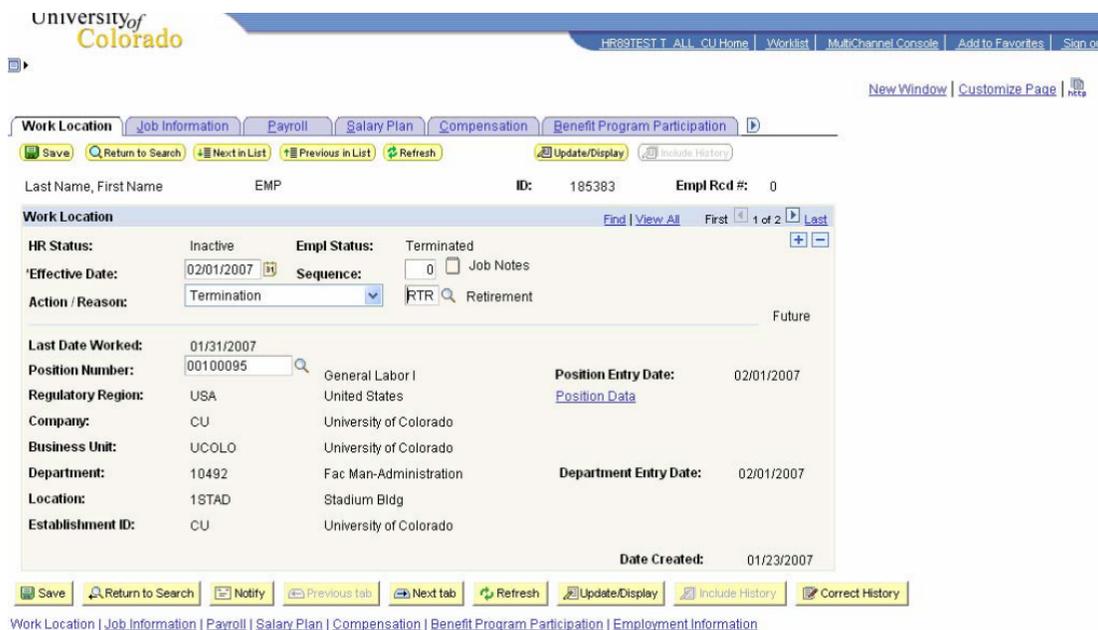
Date Created: 01/23/2007

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Payroll | Salary Plan | Compensation | Benefit Program Participation | Employment Information

### 4. New Row displays

- Enter effective date of the termination. Termination date is day **AFTER** last day worked. In other words, it is the 1<sup>st</sup> day the employee no longer works for the university, even if that is a Saturday
- Enter Action of Termination and appropriate Reason



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New Window Customize Page

Work Location Job Information Payroll Salary Plan Compensation Benefit Program Participation

Save Return to Search Next in List Previous in List Refresh Update/Display Include History

Last Name, First Name EMP ID: 185383 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last

HR Status: Inactive Empl Status: Terminated

Effective Date: 02/01/2007 Sequence: 0 Job Notes

Action / Reason: Termination RTR Retirement

Future

Last Date Worked: 01/31/2007

Position Number: 00100095 General Labor I Position Entry Date: 02/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado

Business Unit: UCOLO University of Colorado

Department: 10492 Fac Man-Administration Department Entry Date: 02/01/2007

Location: 1STAD Stadium Bldg

Establishment ID: CU University of Colorado

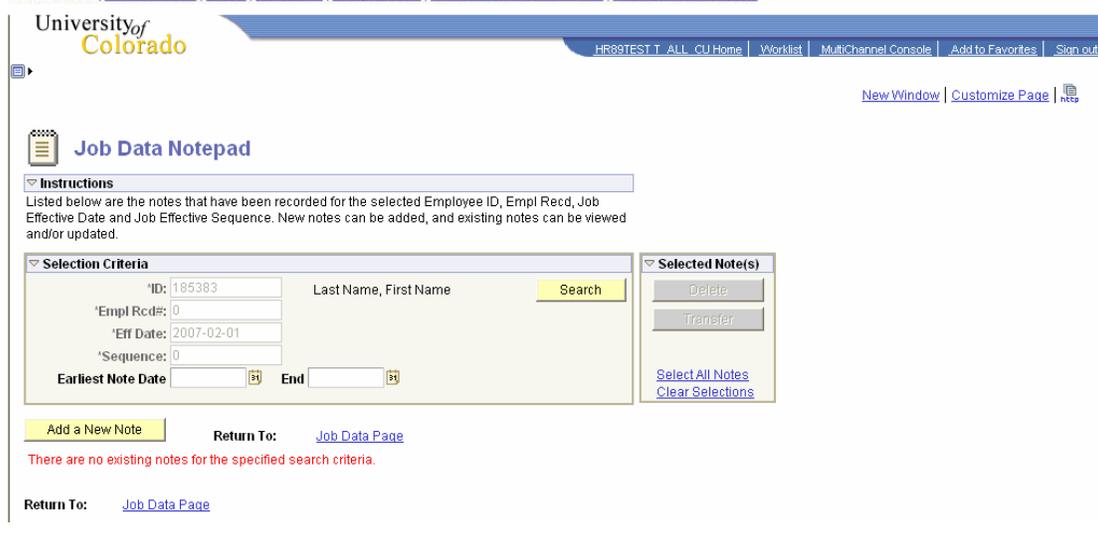
Date Created: 01/23/2007

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Payroll | Salary Plan | Compensation | Benefit Program Participation | Employment Information

### 5. Enter job notes for appropriate comments regarding the termination

- Click 
- Job Data Notepad displays
- Return to Work Location page by clicking [Job Data Page](#)



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New Window Customize Page

Job Data Notepad

Instructions

Listed below are the notes that have been recorded for the selected Employee ID, Empl Rcd, Job Effective Date and Job Effective Sequence. New notes can be added, and existing notes can be viewed and/or updated.

Selection Criteria

ID: 185383 Last Name, First Name Search

Empl Rcd#: 0

Eff Date: 2007-02-01

Sequence: 0

Earliest Note Date End

Selected Note(s)

Delete

Transfer

Select All Notes

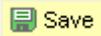
Clear Selections

Add a New Note Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

## 6. Review and



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HR99TEST.T ALL CU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | Help

Work Location | Job Information | Payroll | Salary Plan | Compensation | Benefit Program Participation | D

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Last Name, First Name EMP ID: 185383 Empl Rcd #: 0

**Work Location** Find | View All First 1 of 2 Last

HR Status: Inactive Empl Status: Terminated  
'Effective Date: 02/01/2007 Sequence: 0 Job Notes  
Action / Reason: Termination RTR Retirement Future

Last Date Worked: 01/31/2007  
Position Number: 00100095 General Labor I Position Entry Date: 02/01/2007  
Regulatory Region: USA United States Position Data  
Company: CU University of Colorado  
Business Unit: UCULO University of Colorado  
Department: 10492 Fac Man-Administration Department Entry Date: 02/01/2007  
Location: 1STAD Stadium Bldg  
Establishment ID: CU University of Colorado  
Date Created: 01/23/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History | Correct History

Work Location | Job Information | Payroll | Salary Plan | Compensation | Benefit Program Participation | Employment Information

## Terminate an Employee (Including Retirements) complete