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 1st 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 Search
3. Work Location page displays

- Click + to insert a row

4. New Row displays

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

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]
**Terminate an Employee (Including Retirements) complete**