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.

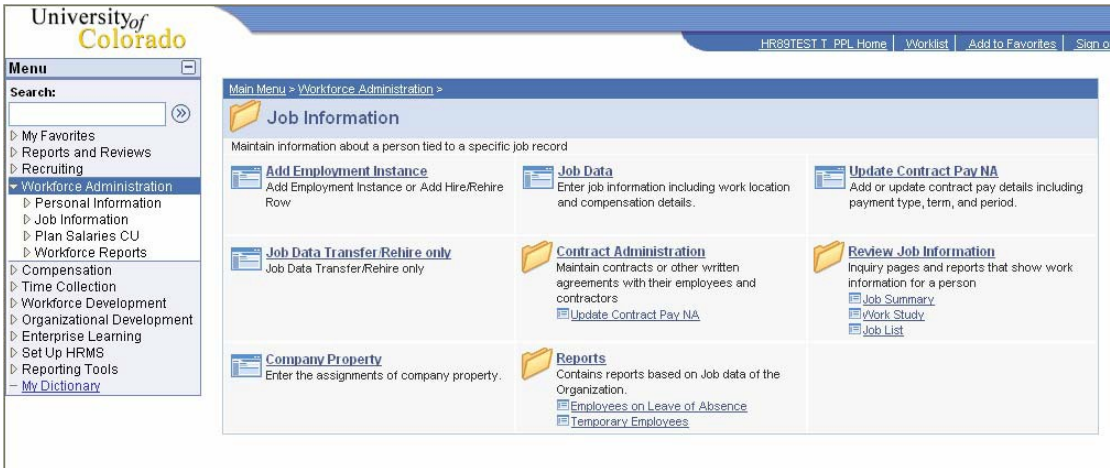
Termination Effective Date: The effective date of the Termination is the day **AFTER** the last day the employee works. In other words, it is the 1st day the employee no longer works for the university, even if that day is a Saturday.

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.*

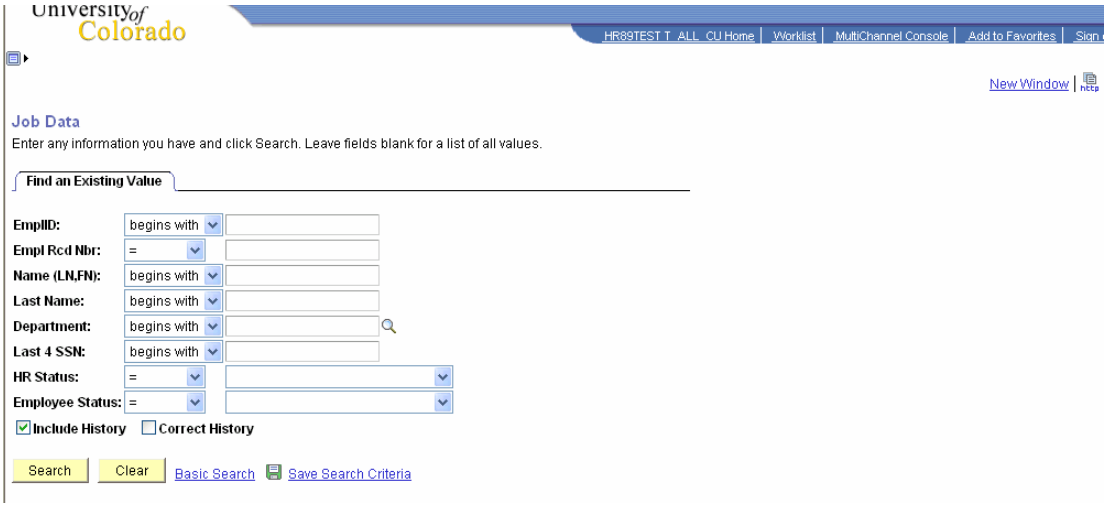
1. Navigate to Job Information page

- Workforce Administration
- Job Information
- Job Data



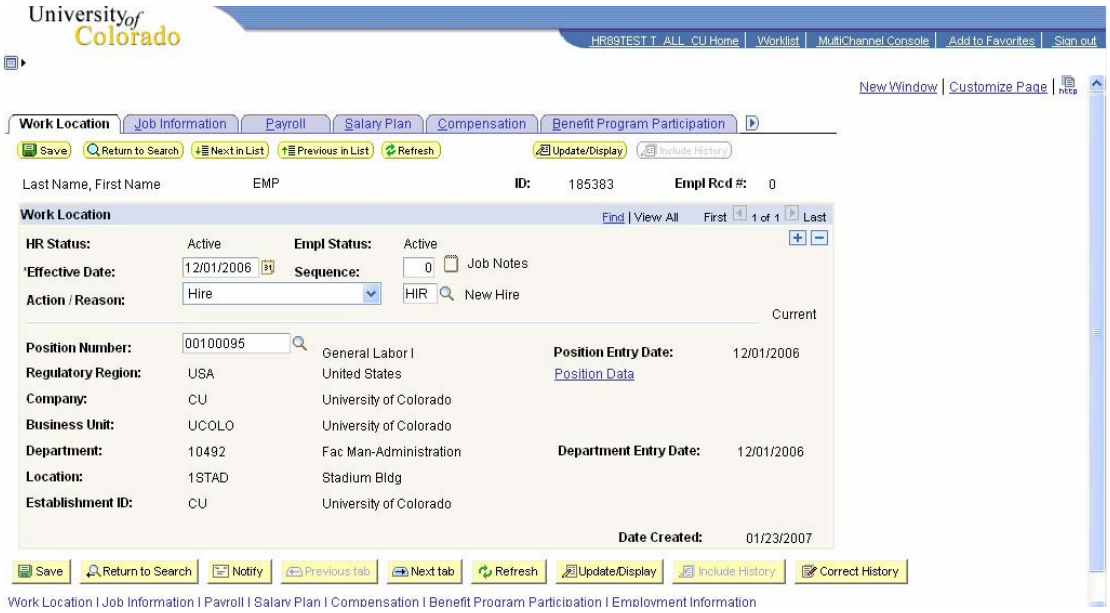
2. Job Data search page displays

- Enter one or more of the search fields
- Click Search



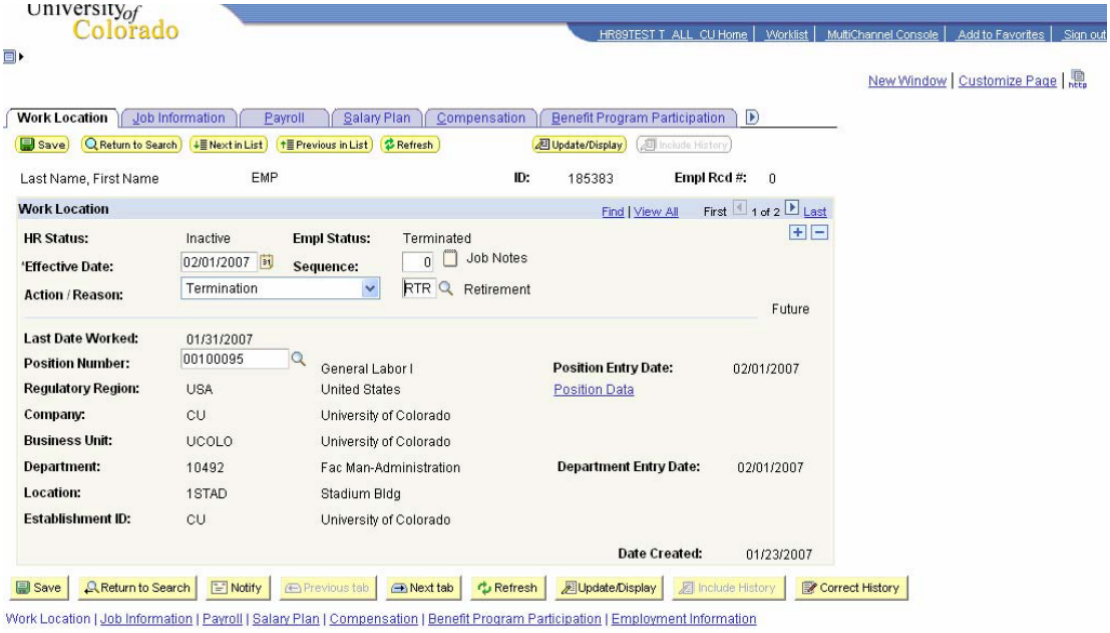
3. Work Location page displays

- Click ⊞ to insert a row



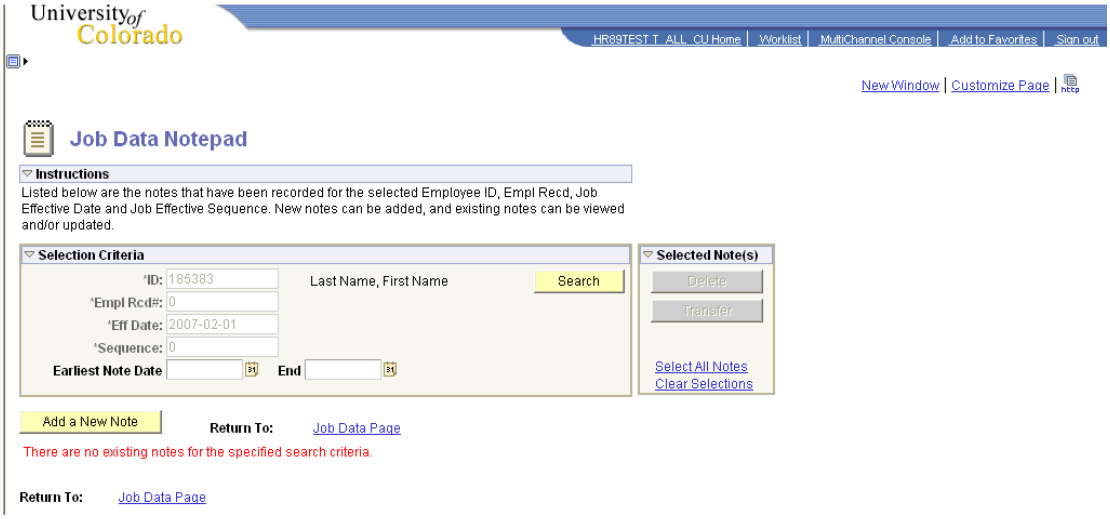
4. New Row displays

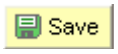
- Enter effective date of the termination. Termination date is day **AFTER** last day worked. In other words, it is the 1st day the employee no longer works for the university, even if that is a Saturday
- Enter Action of Termination and appropriate Reason

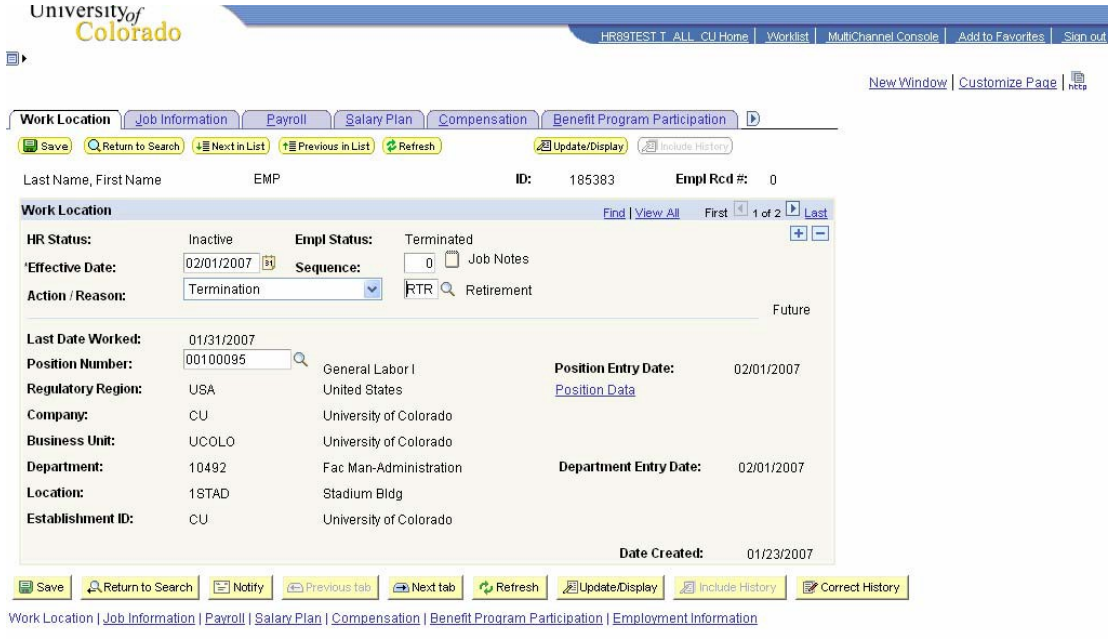


5. Enter job notes for appropriate comments regarding the termination

- Click 🗒
- Job Data Notepad displays
- Return to Work Location page by clicking Job Data Page



6. Review and 



Terminate an Employee (Including Retirements) complete