

Manager Self Service Delegated Access: Employment Termination - Advise Employee Services

This guide will help you use Manager Self Service Delegated Access to Advise Employee Services about termination details when you are unable to do this using the 'Termination' or 'Reverse Termination' menu option. You will be doing this on behalf of a delegating manager.

Selecting the employee:

1. Click on 'Employment Termination' and then 'Advise Employee Services' from the Manager Self Service Delegated Access menu.
2. The 'Employment Termination: People in Hierarchy' screen will be displayed and the manager/s you have delegated access for will be shown.
3. Click on the '+' icon to the left of the relevant manager to expand the list of staff that report to them. The list is displayed in alphabetical order by surname. A maximum of 10 rows will be displayed, so you may need to click on the 'Next' button, at the bottom left of the table, to display more rows.
4. Against the relevant employee's assignment select 'Action' on the far right hand side of the screen.

Note. You can only advise Employee Services of a termination or reverse termination for employees that are 1-3 levels down within the supervisor hierarchy of the manager you have delegated access for.

Note. Some employees have multiple assignments. Please be sure to select the correct assignment on this screen.

Advise Employee Services:

1. You will be taken to the Special Information screen. A summary of the employee's assignment details will be displayed. Select 'Add'.
2. On the following 'Manual Termination Information' screen complete the form with the relevant information.

Note. If you are advising of a reverse termination you only need to complete the Reverse Termination date. You can also complete the additional comments field.

- Type of termination activity - select from the drop down menu
- Termination Date - this will be the last day of employment
- Reverse Termination Date
- Leaving KCC Termination reason - complete if all KCC employment is ending
- Assignment Termination Status - complete if only a secondary assignment is ending
- Enter details of Overtaken Leave - state the number of hours

- Does the employee have team members that report to them? - select Yes or No from the drop down menu
- If Yes, provide a list of names of the direct reports
- If Yes, provide details of the new supervisor - provide the new manager's Name and OAN
- Additional comments

Please provide as much information as possible to ensure there is not a delay in processing the details. Fields are not mandatory but you should complete as many as possible.

3. Once you have completed the form select 'Apply'. On the following screen the information you have entered will be displayed. If you need to make any amendments select 'Update'. If you are happy with the details select 'Next'

Review and Submit:

A review screen summarises the information you have entered. If you need to make any amendments, select 'Back' to return to the 'Manual Termination Information' screen.

Approval will be required by the manager that has delegated access to you. Please note that if the manager of the employee is not the delegating manager, they will not be sent a notification of the change.

At this point, if required, you can add an 'Ad Hoc Approver'. See the guidance below on how to do this.

If you are happy with the details, select 'Submit'.

Adding an Adhoc Approver:

If you require someone in addition to the delegating manager, to approve this termination, you need to add them as an additional approver. You do this by selecting the '+' icon next to 'Add Adhoc Approver' on the 'Review and Submit' page. Search for their name by typing Surname%Forename. Select 'Add'. This approver will now be added.

Note. Adding an adhoc approver will not replace the need for the delegating manager to approve the termination you have proposed

Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. The termination details will be submitted to the delegating manager and then to the HR Business Centre for approval. You will receive a confirmation e-mail at each stage of approval. You and the selected employee (if they have a Self Service account) will be sent a notification once the termination details have been approved and entered onto the employee's record.

Termination details that are returned for correction:

If the termination details you submit contain an error, the delegating manager should return it to you for correction. To ensure that the transaction is processed correctly, you **must not** click on the return for correction notification that is displayed on the Oracle Applications Home Page.

Instead, you must select the 'KCC Manager Self Service Delegated Access' responsibility on the left hand side of the Oracle home page and then click on 'All Actions Awaiting Your Attention'. The return for correction notification will be displayed. Click on the Subject title and the notification will open.

To make the required changes click on 'Continue Action', which is located towards the bottom left of the notification. You will be taken through the same screens as when you originally completed the details. In the top left of the screen it should confirm that you are completing the details under the 'KCC Manager Self Service Delegated Access' responsibility. Input the correct details and click on 'Submit'. The amended details will be sent to the delegating manager to authorise.

If you do click on the notification from within the Oracle Applications Home Page and click on 'Continue Action', the system will not know what responsibility you are submitting the transaction under. An 'Information' section at the top of the screen confirms the 'responsibility context' being used. If this does not say 'KCC Manager Self Service Delegated Access', you must select this from the 'Switch Responsibility' drop down list on the right hand side of the screen.

Help and Support

Further information on the 'Termination' tool is available on the Ending Employment KNet page.