

Manager Self Service Delegated Access: Employment Termination - End Assignment

This guide will help you use Manager Self Service Delegated Access to directly update the payroll system when an employee is leaving a secondary assignment (but is not leaving KCC completely). You will be doing this on behalf of a delegating manager.

Selecting the employee:

1. Click on 'Employment Termination' and then 'Termination' 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 employee whose assignment is ending, select 'Action' on the far right hand side of the screen.
5. This will take you to the 'Termination' screens.

Note. You can only end an employee's assignment if it is 1-3 levels down within the supervisor hierarchy of the manager you have delegated access for.

Note. If an employee has multiple assignments, please be sure to select the correct assignment.

Enter an effective date:

It is important to enter the correct effective date that the assignment will end. The effective date will be **the day after the employee's last day in this assignment**. The last day may not be the last *working* day (i.e. if they are then taking their accrued annual leave).

1. Check the 'Information' box at the top of the screen. This will tell you the date of the last change to the employee's assignment. This is the earliest date that the termination can be made from. Note. If the assignment needs to end before this date please use the 'Advise Employee Services' menu option instead.
2. In the effective date box insert the appropriate date (this can be selected from the calendar on the right).

Note. You are able to make back and future dated changes.

3. Select 'Continue' on the far right hand side of the screen.

Advise Employee Services:

TIP: You will be alerted if there is a reason why you are unable to perform the termination activity you require. Also, if the employee has multiple assignments and you have selected their primary assignment, you will receive a warning message to advise that if you continue to terminate the primary assignment this will terminate all of their assignments with KCC. If you need to only terminate the selected assignment or cannot process the termination for another reason, please return to the main menu, select the 'Advise Employee Services' menu option and complete the details there.

Terminate Assignment:

Within the 'Termination' page complete the 'Assignment Status' section:

1. The current status will be displayed.
2. Use the drop down menu to select the 'Proposed status' e.g. 'Terminate Assignment'.
3. Once you have done this select 'Next'.

Note. If other assignments exist for this employee and you have selected the primary assignment, a red message will appear on screen. Please read and follow the instructions provided in the message.

Note. If any expenses or claims need to be made against this assignment these must be submitted and approved prior to the employee's leaving date in order to be processed correctly.

Review and Submit:

A review page displays the information you have entered. If you need to make any amendments, select 'Back' to return to the 'Termination' screen and make the required changes.

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.