

## Manager Self Service Delegated Access: Employment Termination - End Employment

This guide will help you use Manager Self Service Delegated Access to directly update the payroll system when an employee is leaving KCC completely, 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 KCC employment 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 employment for an employee whose primary assignment 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. If the employee is not leaving all of their assignments you should not use the 'End Employment' process. Instead follow the 'Employment Termination - End Assignment' guide.

### Enter an effective date:

It is important to enter the correct effective date. The effective date is their last day of employment. This is not necessarily their last working day (e.g. 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 termination needs to be made before this date please use the 'Advise Employee Services' menu option instead.

2. In the effective date box insert the employee's last date of employment (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: If you are unable to perform the termination activity you require, e.g. you have received a message advising that you cannot continue your transaction, please return to the main menu, select the 'Advise Employee Services' menu option and complete the details there.

## Termination:

Within the 'Termination' page complete the following details:

- Termination and Notification dates - these will be automatically populated with the effective date you selected on the previous screen.
- Reason - select the relevant reason using the drop down menu.
- Destination on leaving - this will automatically default to 'Destination Unknown'. For a full list delete this from the box, enter the % sign and click on the magnifying glass icon. Then select the relevant 'destination' from the 'Search and Select' screen.
- If relevant, enter the number of hours (to 2 decimal places) of overtaken annual leave.

Once the relevant fields are completed 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 these must be submitted separately 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.