

Manager Self Service Delegated Access: Employment Termination - Reverse Termination

This guide will help you use Manager Self Service Delegated Access to remove a termination date that is already recorded on an employee's record. You will be doing this on behalf of a delegating manager.

When to use Reverse Termination

The Reverse Termination process should be used when an employee already has a termination date recorded on the payroll system, for example, if they are on a fixed term or temporary contract. The Reverse Termination process should be used to remove ('reverse') this termination when, for example the employee's contract is being extended.

How to Reverse Terminate

Search for the employee:

1. Click on 'Employment Termination' and then 'Reverse Termination' from the Manager Self Service Delegated Access menu.
2. You will be taken to the 'Reverse Termination' screen.
3. Search for the employee you need to reverse terminate. In the 'Last Name' field input the employee's last name and select 'Go'. Additional search parameters available for use include; Organisation, First Name, Middle Name, Employee Number, Person Type and Actual Termination Date.
4. The employee's details will be displayed, including their actual termination date. Click on the 'Select' circle and then click on the 'Reverse Terminate' button (which is just above the employee's details).

Note. Last Name is a mandatory search category.

Note. You will only be able to use this option if the current termination date is more than one month in the future. If it is less than one month in the future, the employee's details will not be displayed. You will need to return to the main menu, select the 'Advise Employee Services' menu option and complete the details there.

Note. You can only reverse terminate an employee whose primary assignment is 1-3 levels down within the supervisor hierarchy of the manager you have delegated access for.

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.

Employee Reverse Termination:

After selecting the employee, the next screen will display the termination details currently held on the employee's record. To proceed with the reverse termination, select the 'Next' button on the far right hand side of the screen.

Review and Submit:

A review page will be displayed. Review the information.

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 to reverse (remove) the termination details, select 'Submit'.

Adding an Adhoc Approver:

If you require someone in addition to the delegating manager, to approve this reverse 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 reverse termination you have proposed.

Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. The reverse termination details will be submitted to the delegating manager for approval. A notification will also be sent to the HR Business Centre for their information.

You and the selected employee (if they have a Self Service account) will receive a confirmation e-mail when it has been approved and the termination details have been removed from the employee's record.

Note. If you need to enter a new end of employment date onto the employee's record you will need to follow the 'Termination - End Employment' process once you have received confirmation that the reverse termination process has completed.

Help and Support

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

Your feedback is important to us. If you wish to share your views on HR Self Service or have any additional queries or require further support please e-mail: contactselfservice@Cantium.solutions