

## Manager Self Service: Terminations - Advise Employee Services

This guide will help you use Manager Self Service to Advise Employee Services about termination details when you are unable to do this using the 'Termination' or 'Reverse Termination' menu option.

### Selecting the employee:

1. Click on 'Employment Termination' and then 'Advise Employee Services' from the Manager Self Service menu.
2. 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 within your supervisor hierarchy i.e. reporting directly to you, or reporting to someone who reports to you. 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. Select 'Add'.
2. On the '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. If the employee is transferring within KCC, please make sure the relevant option is selected.
- Termination Date - this will be the last day of employment
- Reverse Termination Date
- Leaving Employer 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. The fields are not mandatory but you should complete as many as possible.

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. Review the information and select 'Submit' if you are happy with the details. If you need to make any amendments, select 'Back' to return to the 'Manual Termination Information' screen.

Before submitting, if required, you can add an 'Ad Hoc Approver'. See guidance below.

## Adding an Adhoc Approver:

Your changes are automatically sent to HRBC for approval. However, if you require someone else to also approve this change, you need to add them as an additional approver. Do this by selecting the '+' icon next to 'Add Adhoc Approver' on the 'Review and Submit' page. Search for their name Surname%Forename. Select 'Add'. This approver will now be added.

## Confirmation:

Upon selecting 'Submit' a confirmation screen will appear. Depending on whether you have added an ad hoc approver, the information will then be sent to the HR Business Centre. You and the selected employee (if they have a Self Service account) will receive a confirmation e-mail once the termination details have been approved and entered onto the employee's record.

## Help and Support

Further information on the 'Termination' please refer to the 'Ending Employment' KNet page.

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively use the 'Chat' function. If you are not able to access Service Now, e-mail [ICTservicedesk@cantium.solutions](mailto:ICTservicedesk@cantium.solutions) and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.

