

## Manager Self Service: Employment Termination - End Assignment

This guide will help you use Manager Self Service to directly update the payroll system when an employee is leaving a secondary assignment (but is not leaving employment completely).

### How to End an Assignment using Manager Self Service

#### Selecting the employee:

1. Click on 'Employment Termination' and then 'Termination' from the Manager Self Service menu.
2. Against the employee whose assignment is ending, select 'Action' on the far right hand side of the screen.
3. This will take you to the 'Termination' screens.

Note. You can only end an employee's assignment if it is managed by you or by someone below you in the reporting hierarchy.

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 the organisation. 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 and submit page displays 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 'Termination' screen and make the required changes.

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

## Adding an Adhoc Approver:

Upon submission, the termination details are automatically applied to the employee's payroll record. However, if you require someone else to also approve this termination, 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 termination will be applied to the employee's assignment

record. Details of the termination 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 once the termination details have been applied.

## Help and Support

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 us 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.

