

Manager Self Service: Employment Termination - End Employment

This guide will help you use Manager Self Service to directly update the payroll system when an employee is ending their employment with the organisation completely.

How to End Employment 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 employment 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 employment for an employee whose primary assignment 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.

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 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.

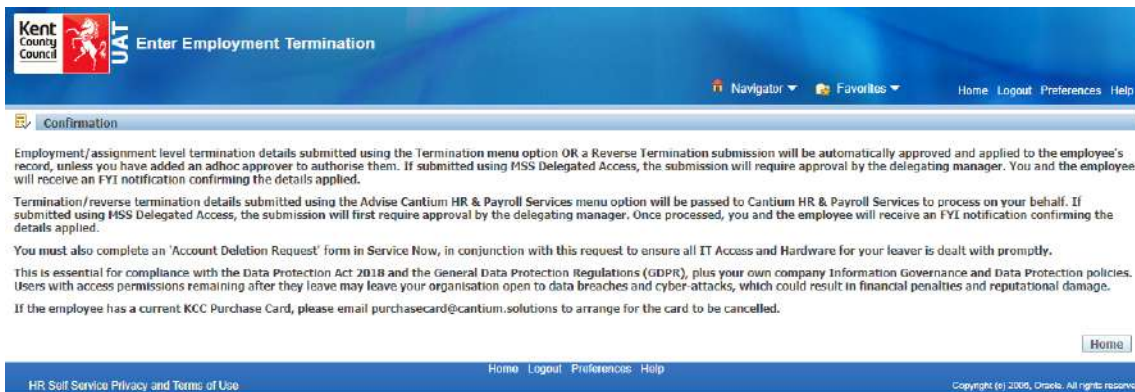
Adding an Adhoc Approver:

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 as shown below:



Please ensure if the employee has a current KCC purchase card that this is cancelled by contacting the team on this email address: purchasecard@cantium.solutions

Depending on whether you have added an ad hoc approver, the termination will be applied to the employee's 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 use the 'Chat' function. If you are not able to access Service Now, e-mail 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 use the 'Chat' function.

