Manager Self Service: Employment Termination – Reverse Termination

This guide will help you use Manager Self Service to remove a termination date that is already recorded on an employee's record.

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. If you are unsure whether you should use this option please contact HR (refer to the Help and Support section at the end of this document for details).
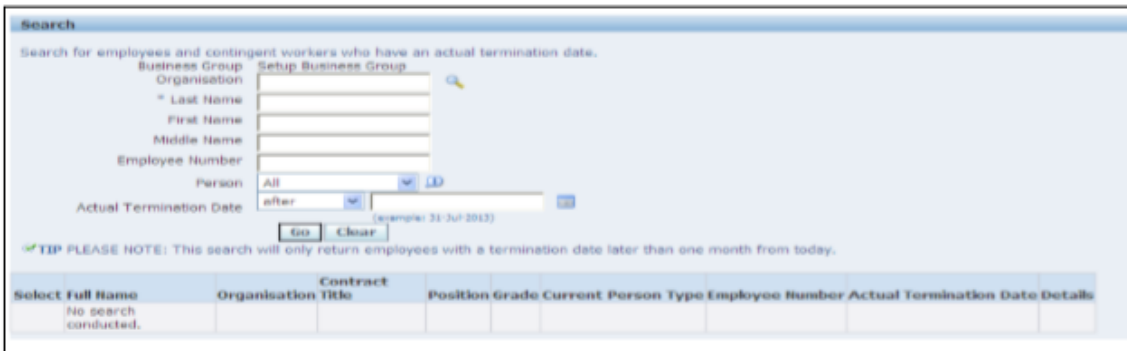
How to Reverse Terminate using Manager Self Service

Search for the employee:

1. Click on 'Employment Termination' and then 'Reverse Termination' from the Manager Self Service menu.

2. You then need to search for the employee. 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.

3. 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

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 and submit page will be displayed. Review the information and select 'Submit' if you are happy to reverse (remove) these termination details.

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 their information. However, if you wish to add an additional approver who needs to approve the changes, you do this by selecting the '+' icon next to 'Add Adhoc Approver' on the 'Review and Submit' page. Search for the approver's name in the same way as the previous screen (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 reverse termination will be applied to the employee's record. Details of the reverse termination will 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 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.

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 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.