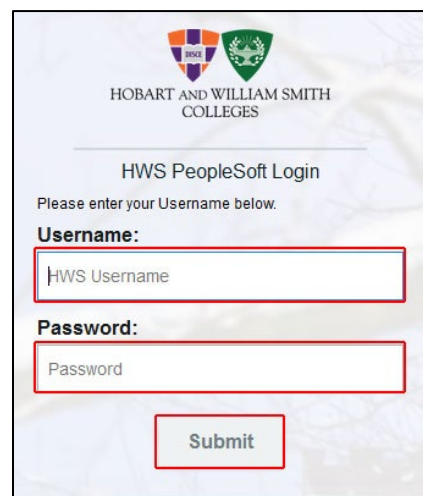# HR Manager Self Service
Terminations

Managers may initiate terminations of employees who are either their direct reports or employees who report to the manager's direct reports. This action is available on the Manager Self Service page, under the My Team tile. Managers must submit a date and a reason for the action, and optionally the employee's letter of resignation. The action is then routed to HR for approval and processing.
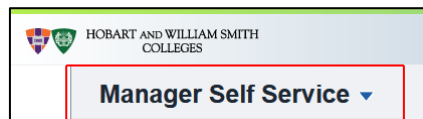
Important Note: The transaction date entered must be the first date after the action will have taken place, i.e. that the employee is fully separated from the Colleges. **Enter the date of the day after the employee's end of employment date**. For example, if the employee gives June 30 as their last day, enter July 1 as the transaction date.

To initiate termination of an employee in PeopleSoft:

1. Go to the PeopleSoft Portal Landing at **http://psportal.hws.edu**

2. On the portal page, click **Human Resources**

3. Log in using your HWS username and password

As a manager, your Fluid Home should default to the Manager Self Service view. If it does not, use the dropdown menu to switch to Manager Self Service.

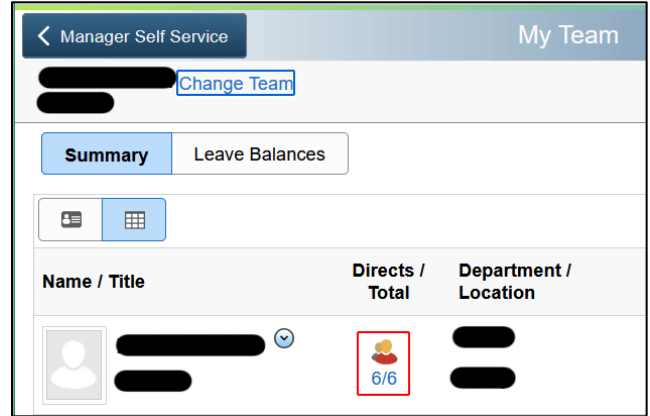4. On the Fluid Home page, click **My Team**

Employees on whom you may take action will be listed. These include your direct reports, and employees and student workers who report to them.
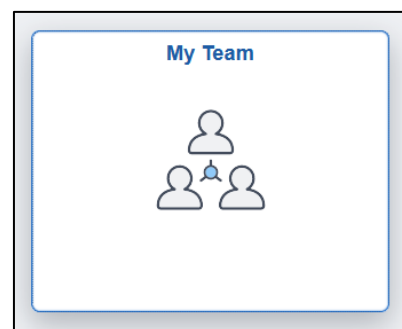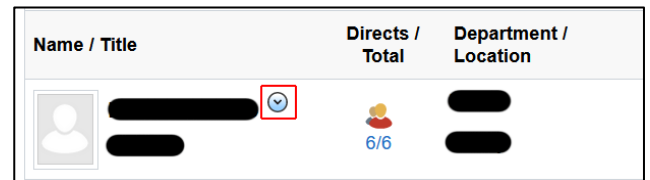
5. If necessary, using the Directs/Total links, drill down until you see the name of the employee to terminate
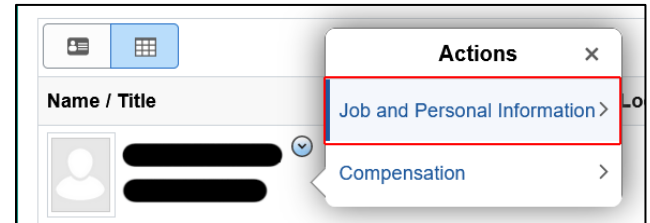
6. On the My Team screen, for the employee you wish to terminate, click on the **arrow icon next to the employee's name**
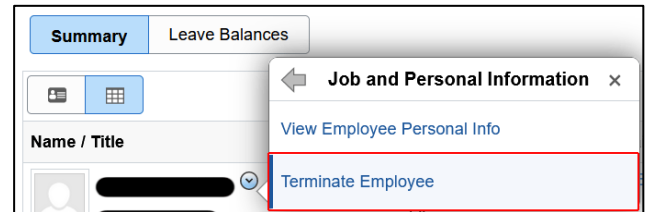
    The Actions menu will open.

7. On the Actions menu, select **Job and Personal Information**

8. On the Job and Personal Information menu, select **Terminate Employee**

    The Terminate Employee screen will be shown. The employee's name, position information, and supervisor information will be displayed.

9. For Transaction Date, enter the **date after the resignation date**

    For example, if the employee gives June 30 as their last day, enter July 1 as the transaction date.
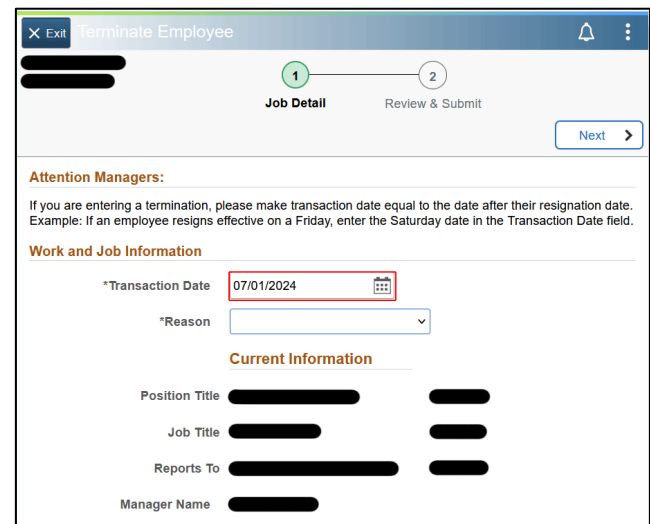
HR Manager Self Service
Terminations

10. For Reason, select the appropriate choice from the dropdown menu

Work and Job Information

*Transaction Date	07/01/2024
*Reason	

End Temporary Employment
End of student job appointment
End of summer appointment
Resignation
Retirement
Student Worker Graduated

Position Title

Job Title

Reports To

Manager Name

11. At the upper right, click **Next**

The Review & Submit page contains optional fields for a new supervisor if the terminated employee had direct reports, and to attach the employee's resignation letter.

① Job Detail ② Review & Submit

Next >

12. On the Review & Submit page, if the terminated employee had direct reports, in the Comments area, enter the **name of the new supervisor**

13. On the Review & Submit page, if the employee submitted a letter of resignation, in the Attachments area, use the **Add Attachment** button to select and upload the employee's letter

14. At the upper right, click **Submit**

The information entered will go to HR for approval.

If there is an error in the date or reason, HR will deny the action and the manager must correct the error and resubmit it.

If the action is approved, the termination will be processed.

X Exit   Terminate Employee

① Job Detail ② Review & Submit

< Previous   Submit

Job Title

Reports To

Manager Name

Comments

Attachments

No documents have been attached.

Add Attachment

● Changes Made
* Required Field

15. Use the icons at the top to return to the HR Home or Fluid Home screens, or sign out at the upper right by clicking the **three dots** and selecting **Sign Out**

⌂ 🔔 ⋮

New Window

Add to Homepage

Add to NavBar

Add to Favorites

Help

Sign Out

If you have questions, please contact Human Resources at ext. 3312.