

Manage Employee Terminations

This document shows how a Line Manager processes the termination of one of their direct reports in HCM (including resignations, retirements, etc.)

Audience: Managers

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Process Termination

Additional Resources:

- [GMHEC Knowledgebase](#)

Important Note

Please consult with your HR department before processing any Termination in Oracle!!

Process Step & Description

Action

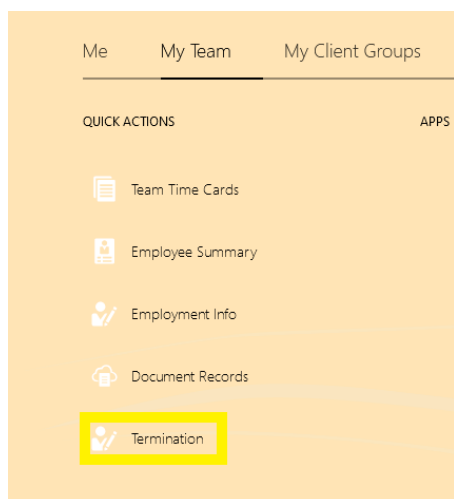
1.0 Navigation Path

Getting Started

➤ **Navigation Path**

My Team > Quick Actions > Termination

From the Home Screen, navigate to the “My Team” Tab. Under “Quick Actions,” click “Termination.”



- A list of your Direct Reports will display. Locate the person whose employment is terminating and click on their name. This will initiate the termination form.

2.0 Process Termination

Process the Termination

- Enter the Termination Notification Date
i.e. the date the employee notified you of their resignation
- Enter the date that the termination takes effect
i.e. the employee's last day of work
- Select "the way" to terminate the employee, or in other words, the type of termination
i.e. Resignation, Termination or Retirement - contact HR if you're not sure
- Select "why you are terminating" the employee (optional).
- Click Continue

1 When and Why


When is the termination notification date?
16-Apr-2022

When does the termination take effect?
01-May-2022

What's the way to terminate the employee?
Resignation

Termination Type
Voluntary

Why are you terminating [REDACTED]?
Personal Reasons

 The employee can see their termination details when the termination type is voluntary.

Continue

- Select when to revoke user access (to HCM)
Note: If you select "Immediately," the employee will immediately be locked out of Oracle HCM.
- Select an option under "Recommended for Rehire" (optional).
- Click Continue.

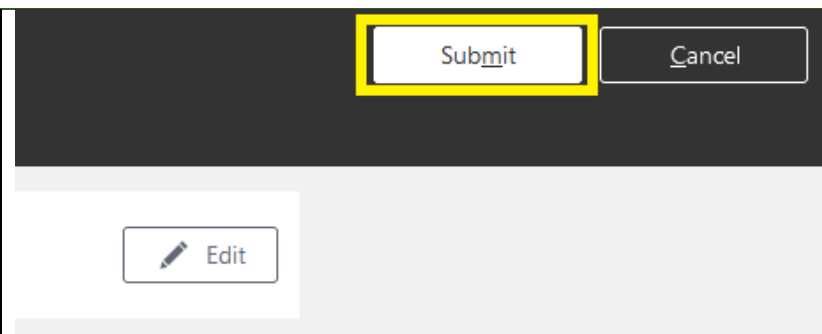
2 Enter Termination Info

Revoke User Access
After termination

Recommended for Rehire
Not Specified

Continue

- Add a comment, if applicable.
- Add an Attachment, such as a resignation letter, if applicable.
- Click the Submit button, in the top right corner of the screen.

		
<ul style="list-style-type: none">• The termination will be routed to HR for approval. Once approved, the Employee's records will be inactivated based on the termination effective date, and the various offboarding processes for payroll, benefits, etc. will be initiated as applicable.• For assistance with entering a termination, please contact your HR department.		