Process a Termination of Employment for a Direct Report
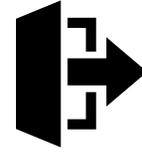
This guide outlines the steps to take to process a termination of employment for one of your team members

1. Navigate to My Team

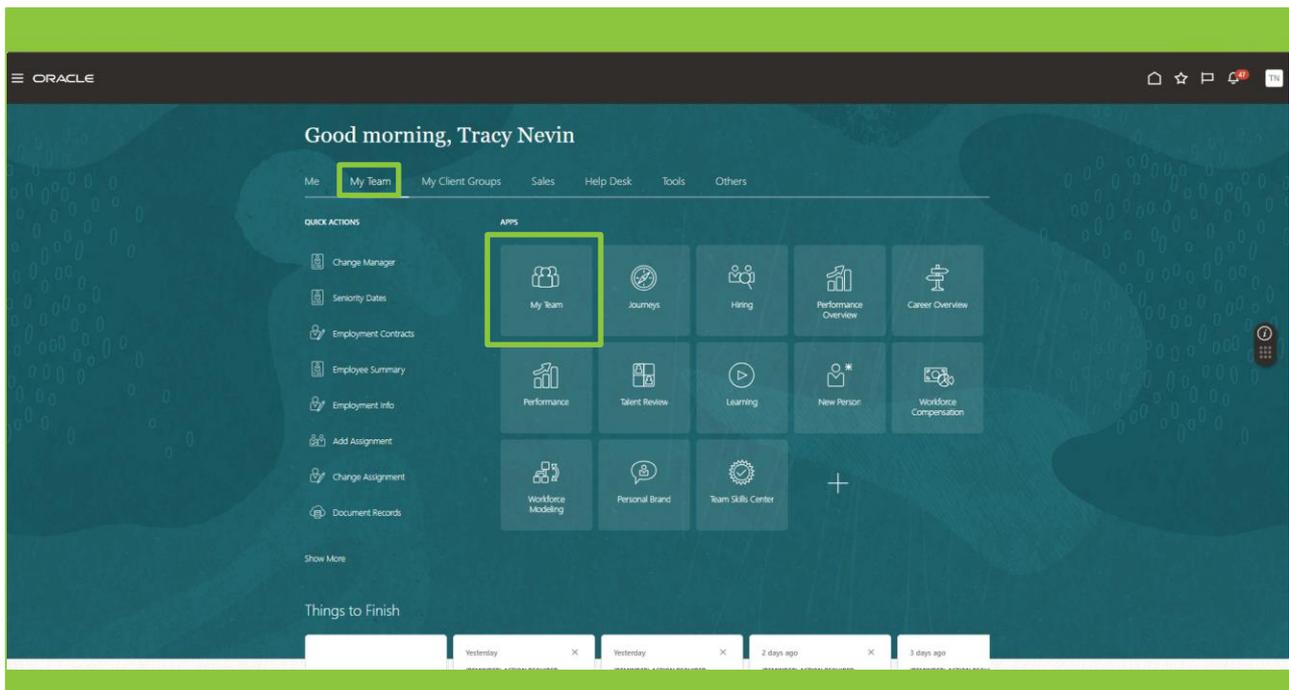**2. Select the employee whose employment is to be terminated**

3. Process the termination of employment

01

Fusion enables you process a termination of employment for your team members..

To begin the process, navigate to the **My Team** tab and select the **My Team** tile.

02

The **My Team Overview** page is displayed, and a list of your team members is visible.

Select the **three-dot** icon next to the name of the employee who will be leaving the organisation, and then choose the **Terminate Employment** option from the drop-down list.
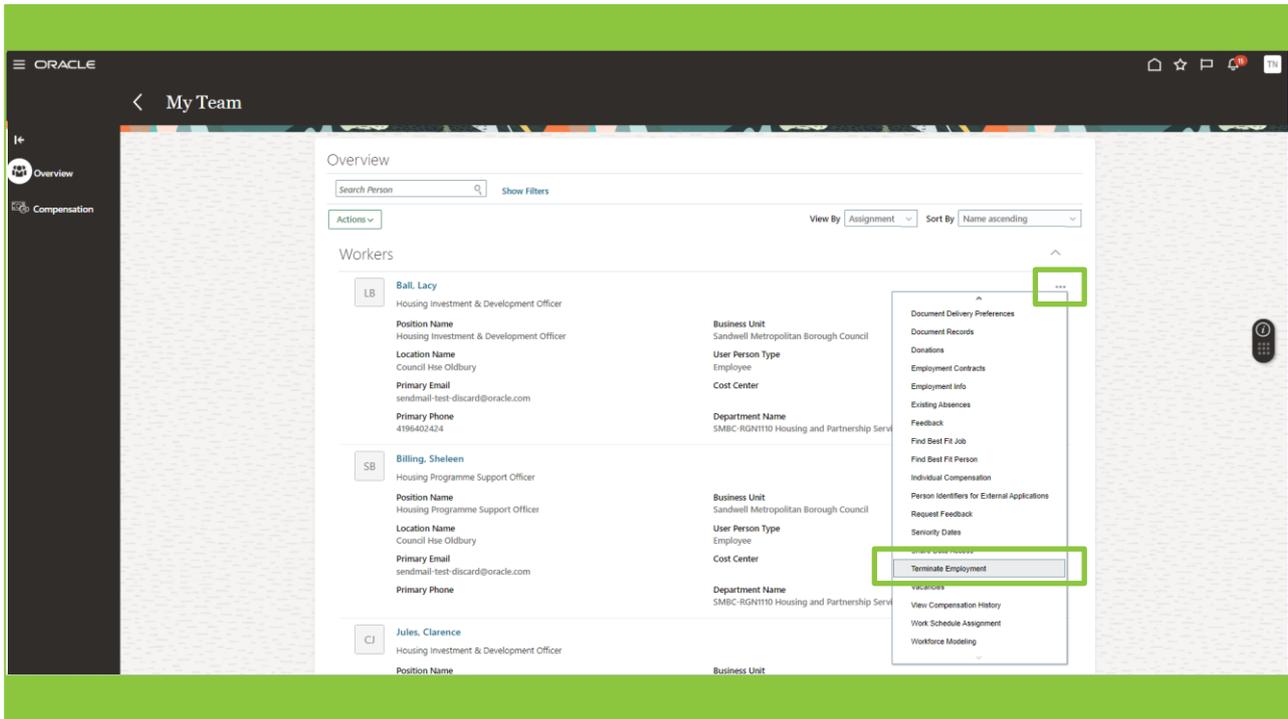

03

The **Terminate Employment** page is displayed.

In the image below, three options are displayed, however in the live version, the **Document Records** option will not be available.
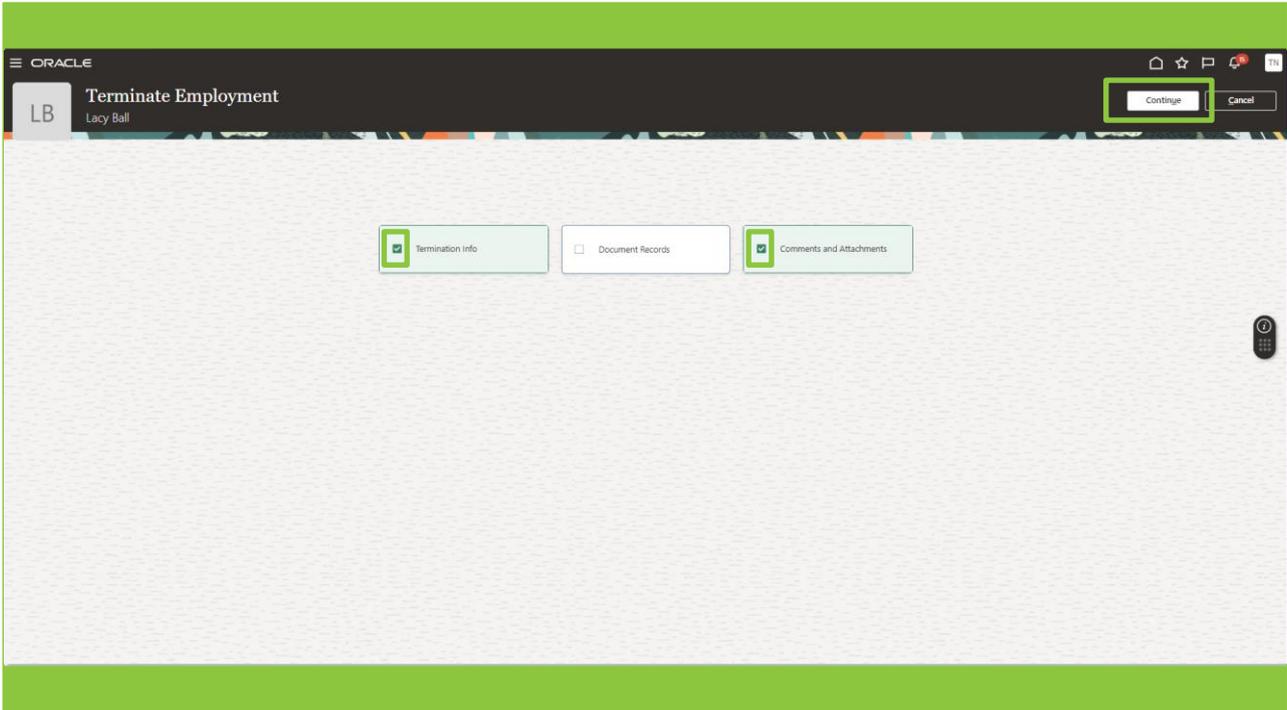
If the colleague has direct report of their own, then a **Reassign Direct Reports** option would also be available. Choosing this option would enable you to reassign the leavers direct reports to a new line manager.
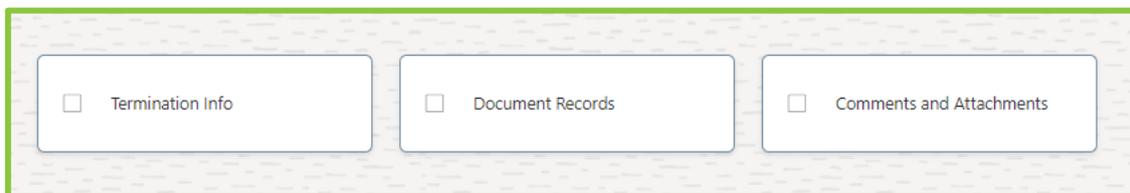
04

Select the **Termination Info** and the **Comments and Attachments** options
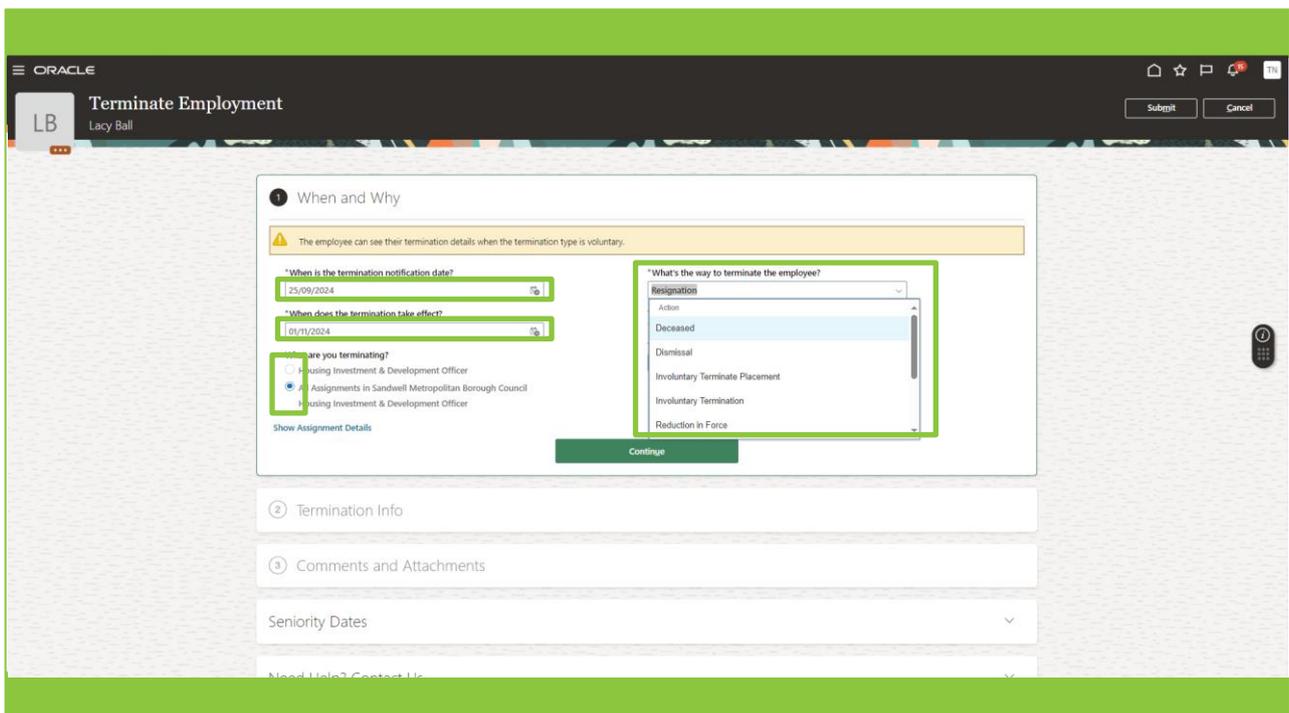
Next, select the **Continue** button.

05

The **When and Why** section is displayed. Add a date into the **When is the termination notification date?** field.

Add a date in the **When does the termination take effect?** field

Select the radio button to indicate which assignment(s) are being terminated

Select the **What is the way to terminate the employee?** field and select an option from the drop-down list.

Select the **Continue** button to move to the next section.

06

Select the **Why are you terminating…..?** field and select an option from the drop-down list.

Select the **Continue** button.

07

The **Termination Info** section opens. In the **Review User Access** field, you can choose when you would like the colleague's system access to be reviewed. The options are either **After Termination** or **Immediately**.

The **Recommend for Rehire** field is not being used, so should be ignored

Add a date in the **Last Work Day** field.

Select the **Continue** button.

08

The **Comments and Attachments** section opens.   A free format note may be added in the **Comments** box.

A copy of the resignation letter must be added to the transaction. Select the **blue add attachment text** and then select **Add File** from the drop-down list.

A file explorer window opens. Navigate to the copy of the resignation letter and select it. Then, select the **Open** button.

09
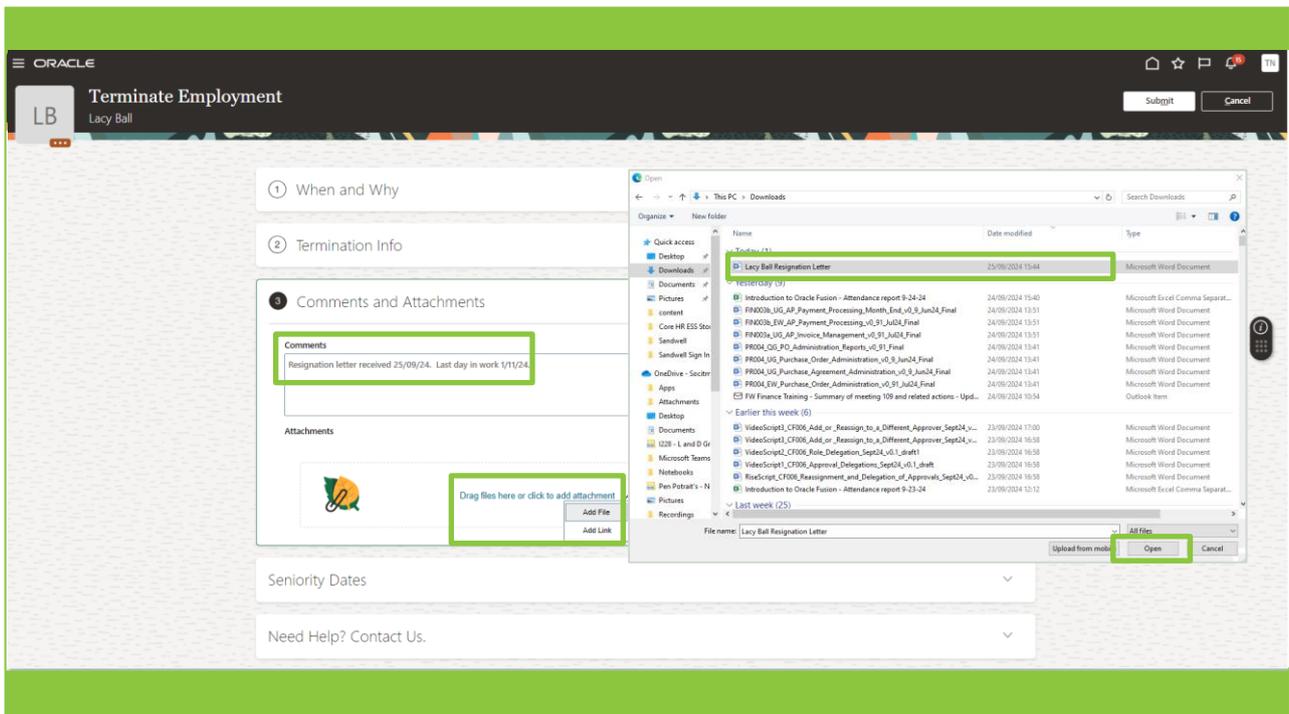
The resignation letter has now been added to the record.

To complete the process, select the **Submit** button and the request will be forwarded to HR for processing.
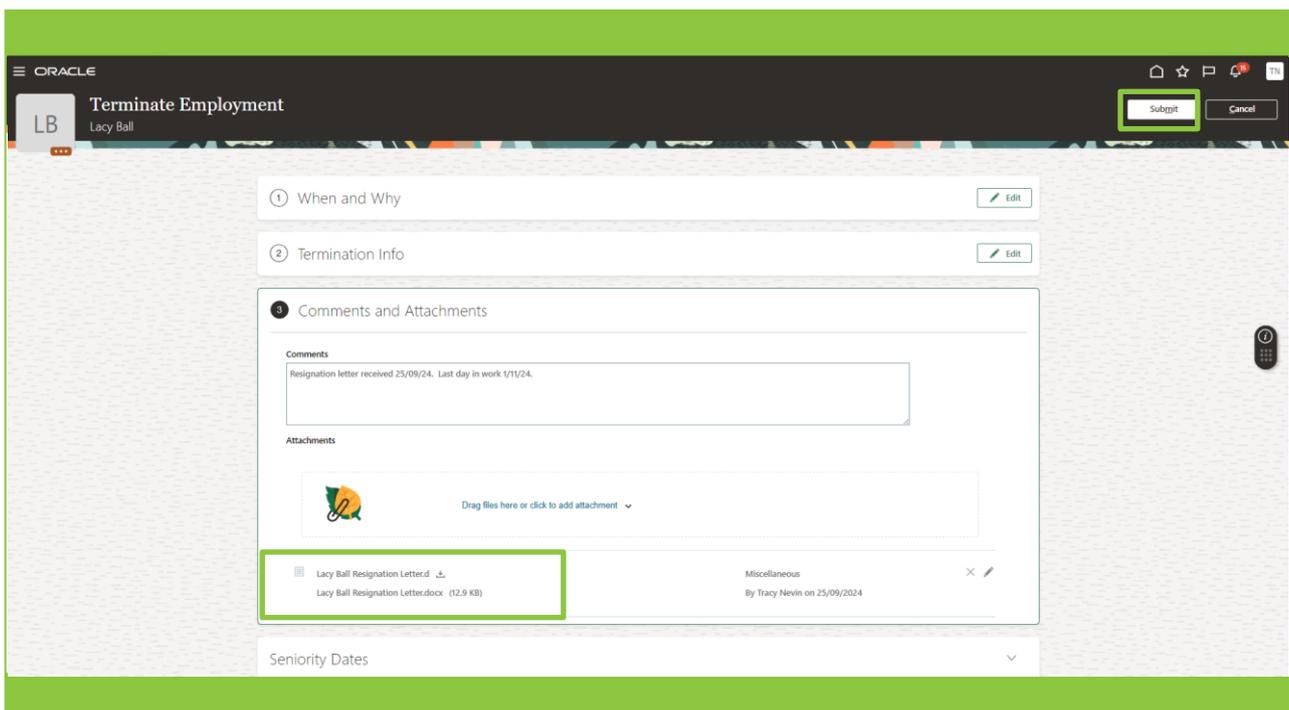
That brings this Quick Reference Guide to a close.