

Process a Termination of Employment for a Direct Report

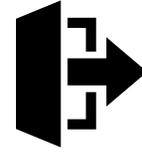
This guide outlines the steps to take to process a termination of employment for one of your team members



1. Navigate to My Team



2. Select the employee whose employment is to be terminated

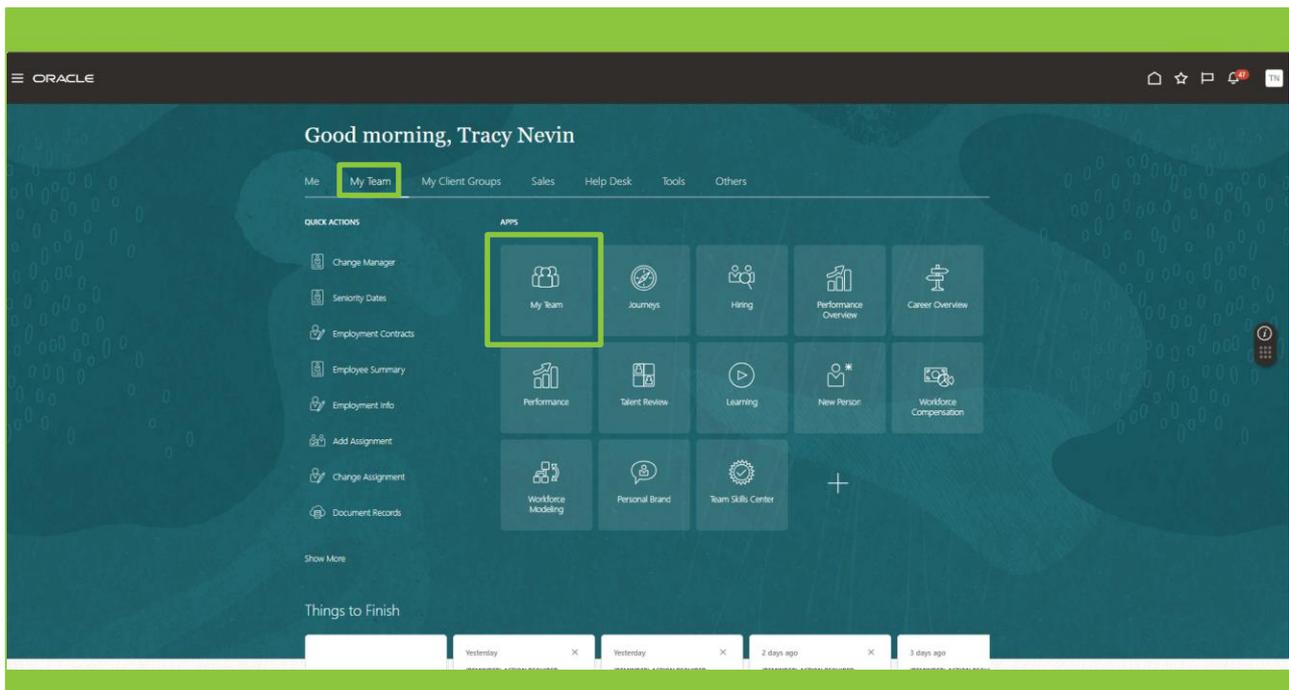


3. Process the termination of employment

01

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

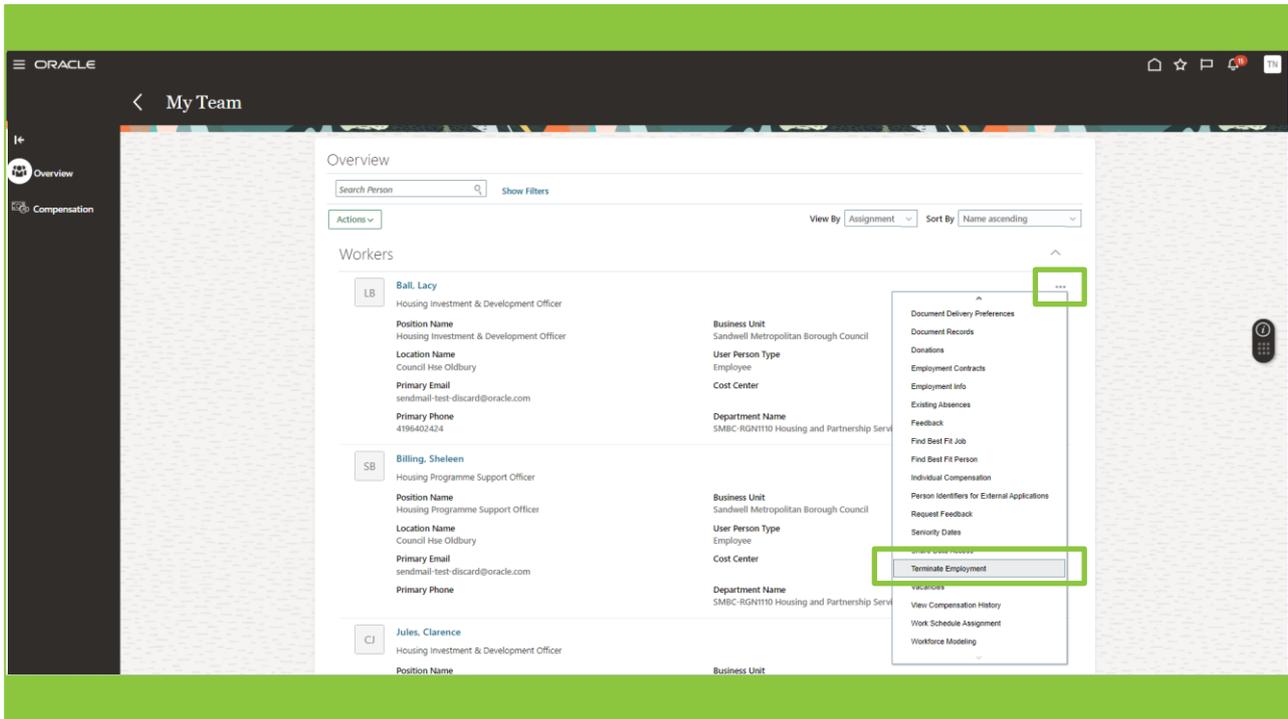
To begin the process, navigate to the **My Team** tab and select the **My Team** tile.



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.

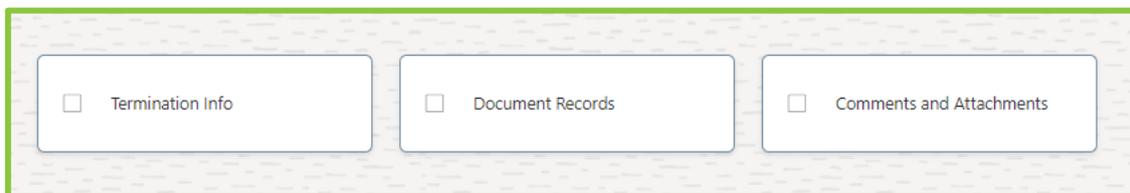


03

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.

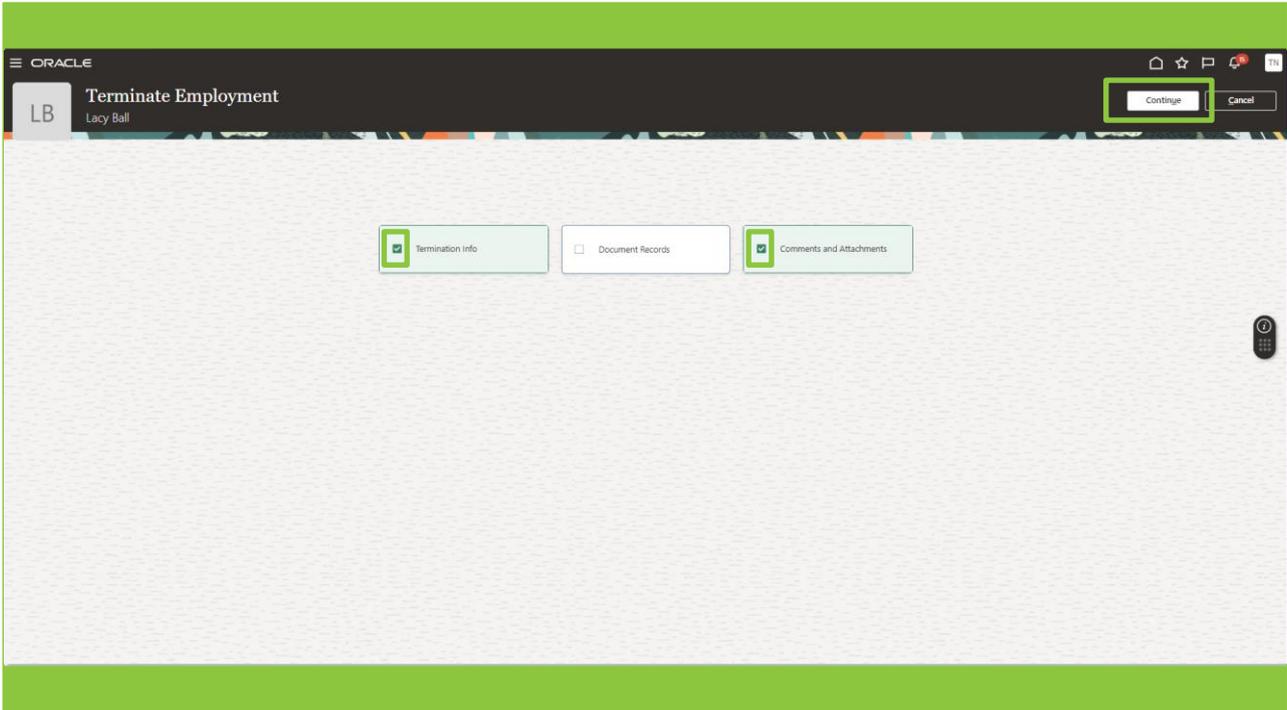
If the colleague has direct report of their own, then a **Reassign Direct Reports** option would also be available. Choosing this option would enable you to reassign the leavers direct reports to a new line manager.



04

Select the **Termination Info** and the **Comments and Attachments** options

Next, select the **Continue** button.



05

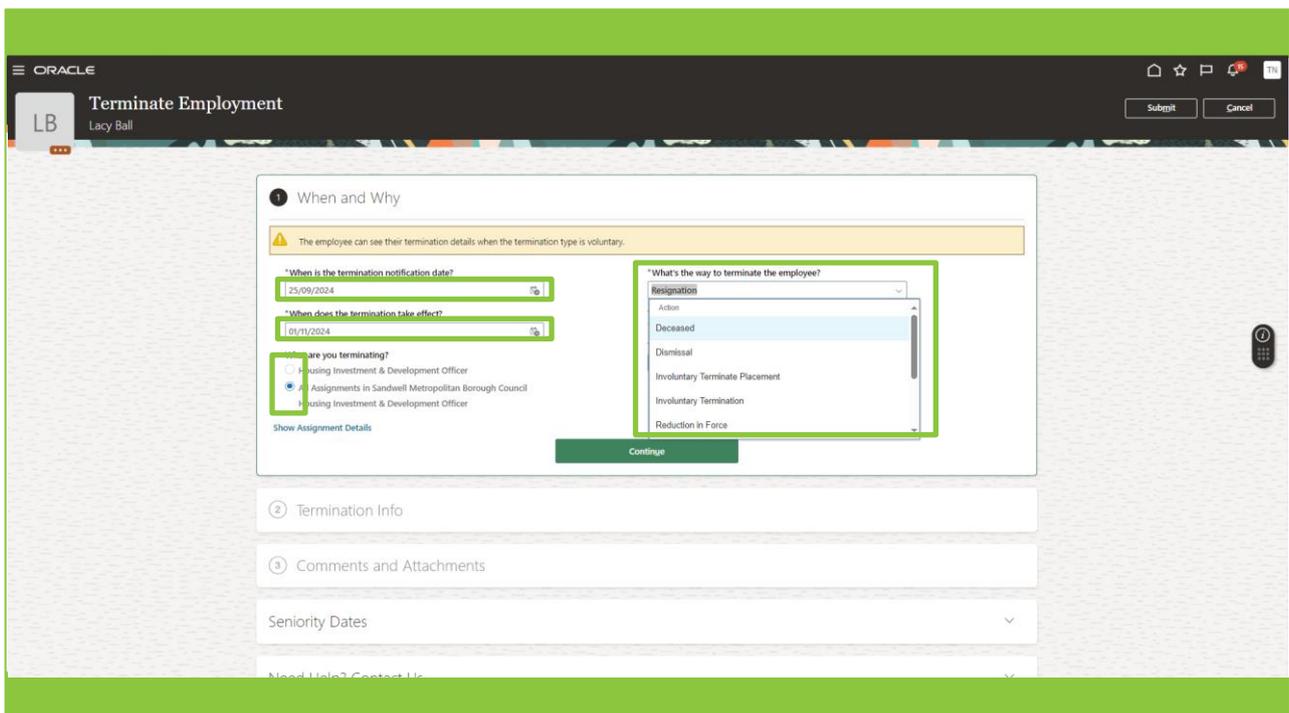
The **When and Why** section is displayed. Add a date into the **When is the termination notification date?** field.

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.

The screenshot shows the Oracle Terminate Employment form for Lacy Ball. The 'When and Why' section is active, displaying a warning message: 'The employee can see their termination details when the termination type is voluntary.' Below this, there are fields for 'When is the termination notification date?' (25/09/2024) and 'When does the termination take effect?' (01/11/2024). The 'What are you terminating?' section is set to 'All Assignments in Sandwell Metropolitan Borough Council'. The 'Why are you terminating Lacy Ball?' dropdown menu is open, showing options: 'Reason', 'Resigned - Full-Time Studies', 'Resigned - Hours of Work', 'Resigned - Leaving the area', 'Resigned - No Reason Given', and 'Resigned - Personal Advancement/ Better Prospects/ Promotion'. The 'Continue' button is highlighted in green.

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.

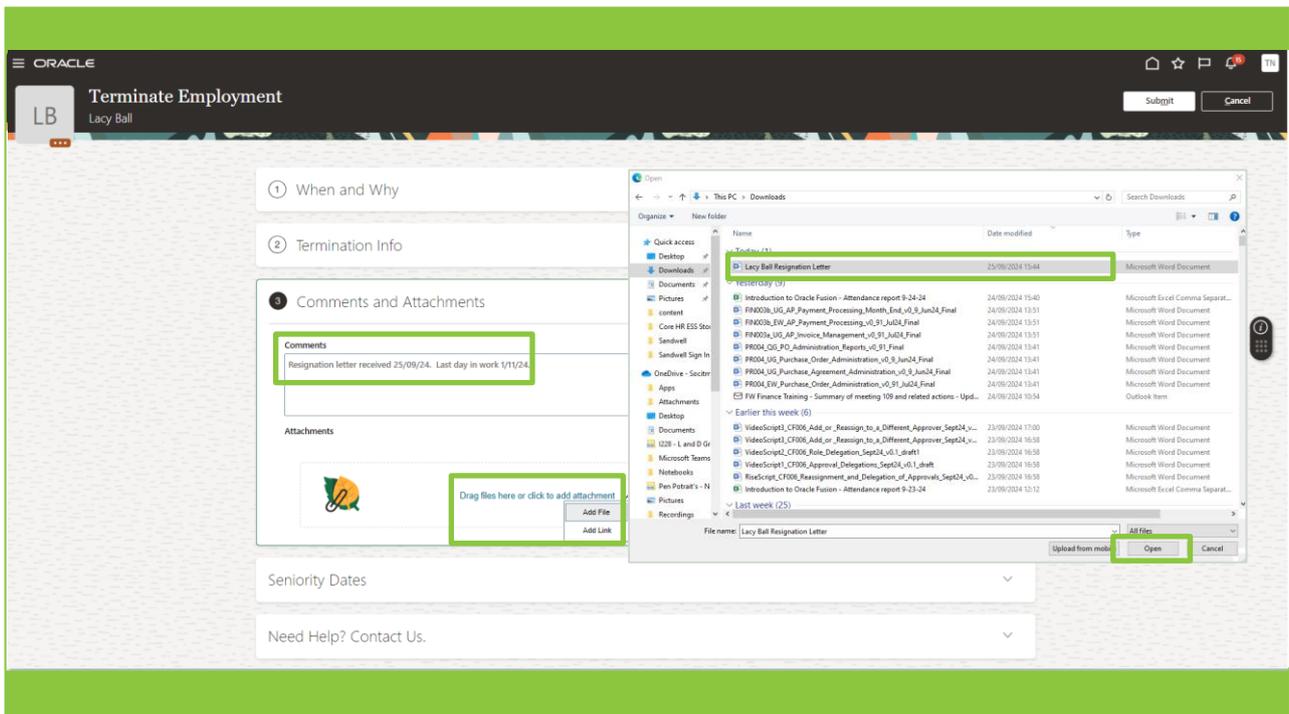
Select the **Continue** button.

The screenshot shows the Oracle Terminate Employment form for Lacy Ball, with the 'Termination Info' section active. The 'Review User Access' dropdown is set to 'After termination'. The 'Recommended for Rehire' dropdown is set to 'Not Specified'. The 'Last Work Day' field contains '01/11/2024'. The 'Continue' button is highlighted in green.

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

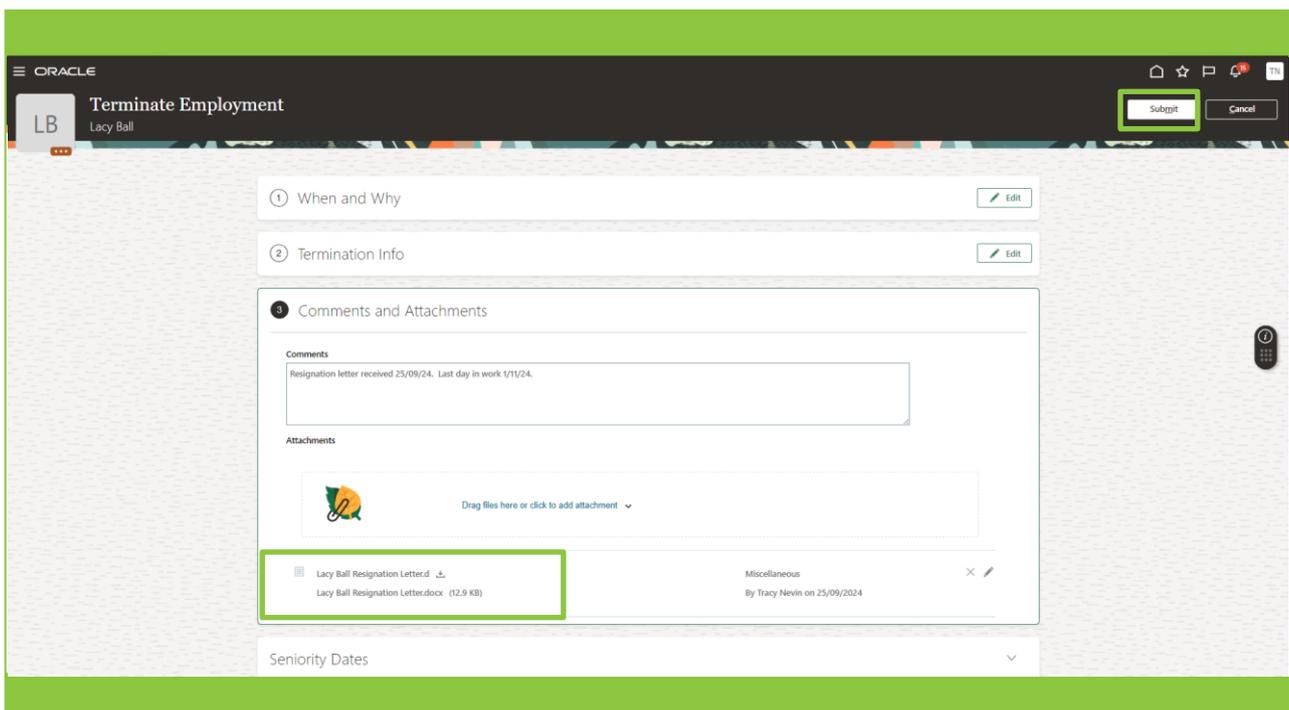
A copy of the resignation letter must be added to the transaction. Select the **blue add attachment text** and then select **Add File** from the drop-down list.

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



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.