

How to Submit a **Termination Request** in PeopleSoft

Human Resources

Before you start	
When to use?	Use this document as a guide to submit a Termination request.
 Who should use it?	<ul style="list-style-type: none"> ✓ Managers in the reporting hierarchy of the employee can submit a Termination request for a person reporting to them. ✓ Managers can also delegate their authority to submit Termination requests to an administrator in their department.
Prerequisite	N/A
 <i>Documents relating to this process</i>	< Link to Termination Policy? >

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- 1) Open an Internet Browser and go to link - <https://one.spcollege.edu/> then, use your Single Sign On (SSO) credentials to login.
- 2) On the "MySPC" homepage, scroll down to the bottom of the page and click on "Personnel Actions" tile.

Note: - Depending on security access to certain PeopleSoft areas, tiles will be aligned differently per user.

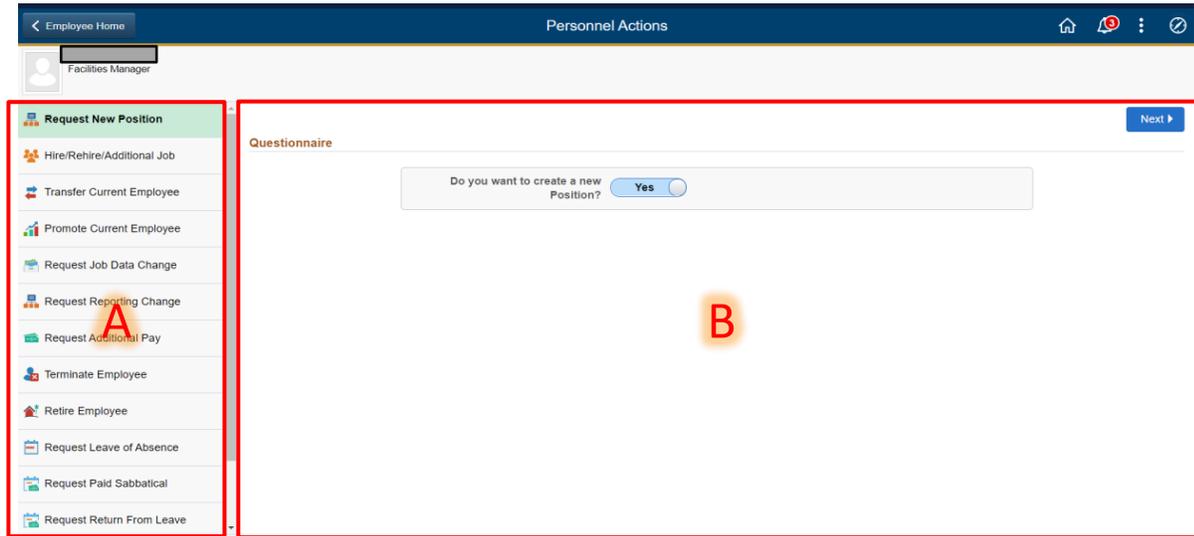
The screenshot shows the mySPC Employee Home dashboard. The dashboard is a grid of tiles. The 'Personnel Actions' tile at the bottom center is highlighted with a red border. Other tiles include Self Service, Faculty Services, Performance Management, Faculty Services (Cont), Employee Leave / Time, Webtime Approver Leave/Time, Webtime Aprv. Lv / Time (Cont), and Helpful Links.

- 3) You will be directed to the "Personnel Actions" home.

The screenshot shows the Personnel Actions home page. The page has a navigation menu on the left with options like Request New Position, Hire/Rehire/Additional Job, Transfer Current Employee, Promote Current Employee, Request Job Data Change, Request Reporting Change, Request Additional Pay, Terminate Employee, Retire Employee, Request Leave of Absence, Request Paid Sabbatical, and Request Return From Leave. The main content area displays a 'Questionnaire' with a toggle switch for 'Do you want to create a new Position?' set to 'Yes'.

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- 4) Familiarize with the layout of the “Personnel Actions” home.



- A. Left-Hand Navigation Pane – Displays the list of actions available to user. Clicking the links on this pane opens up the corresponding page on the right-hand pane.
- B. Right-Hand Action Pane – Shows the pages on which user can perform the actions.

- 5) On the left-hand pane, click on the link “Terminate Employee”

- a. The right-hand pane will display the list of employees available for selection. Clicking on an employee will select them for action.
- b. If an employee has other employees reporting to them, then the number of direct reports and total reports is shown in the column highlighted below. If needed, you can click on the numbers to view and select them.

SPC - HR Homepage Personnel Actions

- Request New Position
- Hire/Rehire/Additional Job
- Transfer Current Employee
- Promote Current Employee
- Request Job Data Change
- Request Reporting Change
- Request Additional Pay
- Terminate Employee**
- Retire Employee
- Request Leave of Absence
- Request Paid Sabbatical
- Request Return From Leave
- Approvals & Delegations
- Review Transactions

Terminate Employee

Search Options

Select Employee 82 rows

Employee Photo	Name / Title / ID - Record	Directs / Total	Status / Type	Job Code / Department / Location
	Landscaper		Active Full-Time Employee	J0602 Landscape Services SE - LANDSVC-SE Seminole Campus - 04000
	Custodian		Active Full-Time Employee	J0501 Custodial Services SPG - CUSTSRV-SP St. Petersburg/Gibbs Campus - 03000
	Landscaper Supervisor		Active Full-Time Employee	J1301 Landscape Services CL - LANDSVC-CL Clearwater Campus - 02000
	Lead Custodian		Active Full-Time Employee	J0801 Custodial Services CL - CUSTSRV-CL Clearwater Campus - 02000
	Custodian		Leave of Absence Full-Time Employee	J0501 Custodial Services AC - CUSTSRV-AC Allstate Center - 09000

- 6) After selecting the employee, a new request gets initiated.
- STEP 1 in the Termination request is to enter the termination date information of when the employee will be terminated.
 - Mandatory Fields:
 - Transaction Date** – Next day after the termination date of the employee.

Terminate Employee

Custodian

1 Job Detail 2 Review & Submit

Next

Work and Job Information

*Transaction Date: 02/06/2021

Current Information

Position Title	Custodian	00010142
Department	Custodial Services SPG	CUSTSRV-SP
Location	St. Petersburg/Gibbs Campus	03000
Job Title	Custodian	J0501
Reports To	Facil Mgr, Custodial&Landscape	00000974
Manager Name	Jason Soler	

Changes Made
Required Field

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- 7) After entering the Transaction Date, click on NEXT to proceed.
- 8) STEP 2 in the Termination request is to "Review and Submit".
 - a. Data fields that were changed in STEP 1 are highlighted in ORANGE.
 - b. Make sure to enter Reason for termination in the COMMENTS section and also enter any additional information to the approvers.
 - c. Use the ATTACHMENTS section to attach any supporting documents to the approvers.
 - d. To change Transaction Date, click PREVIOUS button to go back to STEP 1.

Terminate Employee

1 Job Detail 2 Review & Submit

Transaction Date 02/06/2021

Current Information

Position Title	Custodian	00010142
Department	Custodial Services SPG	CUSTSRV-SP
Location	St. Petersburg/Gibbs Campus	03000
Job Title	Custodian	J0501
Reports To	Facil Mgr, Custodial&Landscape	00000974
Manager Name	Jason Soler	

Comments

Enter Reason for termination and other comments here to support this termination request!

Attachments

No documents have been attached.

Add Attachment

● Changes Made
* Required Field

- 9) After reviewing the information, click SUBMIT to send the request forward through the workflow approvals.
- 10) A standard Termination Request requires the following 2 levels of approvals.
 - a. Requestor's Manager
 - b. HR Department
- 11) You will receive an email notification when the request is submitted for your reference.

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12) When the Termination Request is submitted successfully, the page below appears showing the workflow approval process.

The screenshot shows a web interface for 'Terminate Employee' within a 'Guided Self Service' portal. At the top, a green notification bar states: 'Your transaction request for Ahmed Arifov has been successfully submitted for approval.' Below this, the user's role is identified as 'Custodian'. The main section is titled 'Terminate approver chain' and displays a workflow diagram. The diagram shows a 'Pending' state with 'GSS Supervisor approvers' leading to a 'Not Routed' state with 'Multiple Approvers' and 'GSS HR Department Approvers'. A 'Comments' section is visible at the bottom of the workflow view.

End of Activity