St. Petersburg College

SPC

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?**	✓ 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
🗎 *Documents relating to this process*	<Link to Termination Policy?>

Human Resources

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.

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

4) Familiarize with the layout of the "Personnel Actions" home.
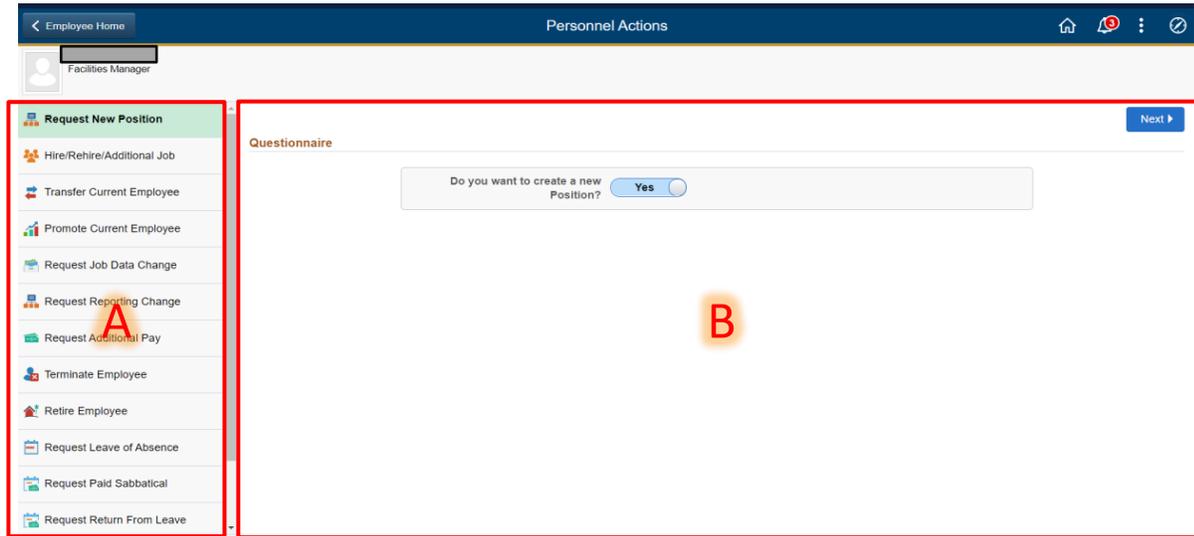
A. Left-Hand Navigation Pane – Displays the list of actions available to user. Clicking the links on this pane opens up the corresponding page on the right-hand pane.

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. <u>Clicking on an employee will select them for action.</u>

   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.

6) After selecting the employee, a new request gets initiated.

    a. STEP 1 in the Termination request is to enter the termination date information of when the employee will be terminated.

    b. Mandatory Fields:

        i. **Transaction Date** – Next day after the termination date of the employee.

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.

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.

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

End of Activity