

SUBMIT A TERMINATION REQUEST

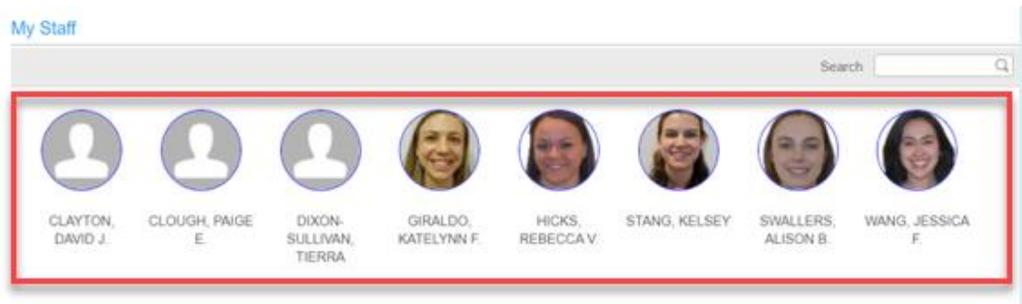
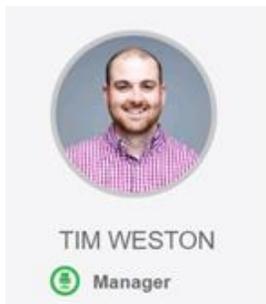
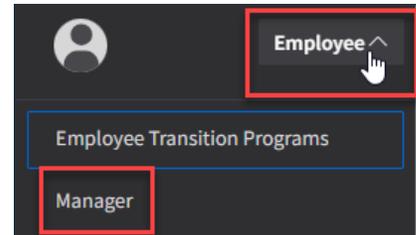
When employees separate employment from Riverside, the leader will need to enter the termination request into Infor Global HR (GHR). Submitting a termination request is for employees who will no longer work, in *any* position, at Riverside.

Before processing any termination request in the system, determine the reason behind the termination.

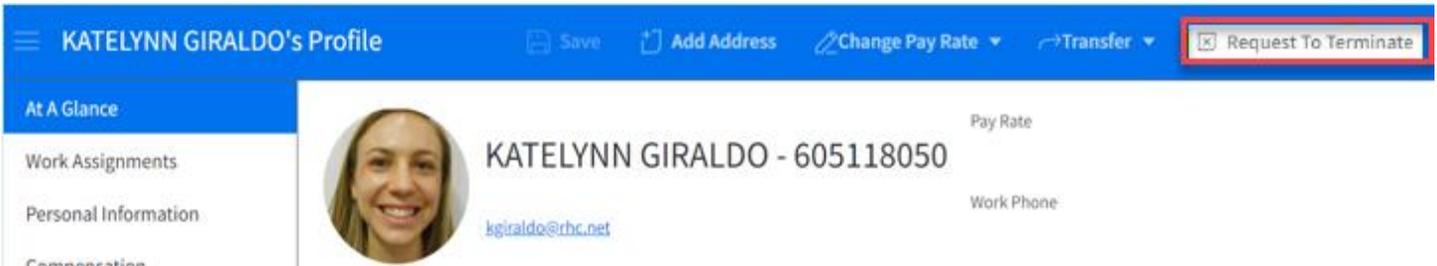
- Employee resignation: If the employee wishes to resign, receive a written resignation from the employee. The written resignation needs to be clearly signed by the employee, dated, and include a final working date.
- Behavior or policy violation: Ensure that any/all disciplinary/employee notification action steps have been documented and coordinated with Human Resources before processing a termination.

SUBMIT A TERMINATION REQUEST

1. Log in to Infor ESS by selecting the desktop icon. Use two-factor authentication to access Infor.
2. On the left-hand panel, select the Employee drop down menu and select Manager.
3. On the Manager homepage, click the employee you would like to submit a termination request for.



4. Click **Request to Terminate**.



5. Enter the **Effective Date**. This is the **day after** the employees expected last working day.
 - a. Example: If the employee's last working day is 1/1/2024, then the effective date should be 1/2/2024
6. Enter the appropriate **Reason** the employee is terminating from the selection list.
7. The employee's current position that you requested to terminate will populate into the Position field.
8. **NOTE:** If **Yes** populates into the **Has Multiple Active Work Assignments** field, **STOP**. If there is a Yes in this field, it indicates that the employee has more than one active position at Riverside. Coordination with the leader over the employee's additional positions must occur. If the employee will be terminating employment from ALL Riverside positions, then you can continue submitting the termination request. If the employee is ONLY terminating employment from a single position but will still be employed at Riverside in a different position, then CANCEL the termination request. For employees terminating employment from only one, of multiple, positions, please see the **Submit an Inactivation of Secondary Position Request tip sheet**.

Request To Terminate For MEGAN BYARLEY-9527

This request will be routed for approval; after it is approved this record will be updated

Note: Approval of this action will require opening a requisition to backfill this position

Effective Date *

Day AFTER the employee's expected last day worked

Reason

Choose appropriate reason

Position

DEPARTMENT SECRETARY

Has Multiple Active Work Assignments

Yes

If 'Yes' in this field, STOP and read additional Notes in tip sheet

9. In the Enter Details of Change Relationship section, do **NOT** change:
 - a. **Relationship to Organization (Leave as EE)**
 - b. **Relationship Status (Leave as T1 – you should NEVER change this field to T2)**
 - c. **Work Type (Leave as the existing work type of the employee)**
10. **Expected Termination Date** is a duplicate field, so this field can be left blank
11. Select the appropriate **Rehire Status RHC**. In order to mark an employee as **Not Eligible**, you must to speak to an HR Manager first.
 - a. For more information, refer to the [Eligibility for Rehire and Service Recognition policy](#)

Enter Details Of Change To Relationship

Relationship To Organization *

EE Employee

Relationship Status *

T1 PreTerm (T1)

Work Type

PT1 Part time w/ benefits

Do **NOT** change these three fields (Relationship To Organization, Relationship Status, Work Type) from what auto-populates.

Expected Termination Date

Rehire Status RHC *

 **Select appropriate status**

- b. Enter all relevant termination comments and attach the employee's written resignation, if applicable.
- c. Click **Submit** to complete.

Comment

 **Enter all relevant termination comments**

Attachment

Description

Attach Supporting Document

 **Attach written resignation letter**

Cancel

Save As Draft

Submit

NOTE: Terminations and remaining Earned Time balance cash outs are processed the pay period after the employees last day worked.