Job Termination Request for a General Associate

Quick Reference Guide

Initiate a Job Termination Request for a General Associate Relationship

Purpose: This Quick Reference Guide shows you how to initiate a job termination request for a General Associate relationship. This process is for terminations where the relationship is ending prior to the scheduled end date.

IMPORTANT! Managers are accountable to ensure General Associates are terminated in a timely manner. To minimize any financial or reputational risks, the termination form must be submitted at least four business days prior to the last day worked.

Visit the HR website Terminations and Offboarding: General Associates page for full details about the General Associate relationships. You can direct the General Associate to the Offboarding Checklist for actions applicable their role.

Audience: Employees with the forms initiator or Reports-to Manager (or Delegate) security role in Human Resources PeopleSoft.

Prerequisites: Must have the individual’s employee ID and the date for ‘last day worked’ on hand.

Step 1: Navigate to the Job Termination Request Form

1. Go to the myUofC portal and select My work.
2. Under the People Management heading click Manager self service.
3. From the Manager Self Service page, select Job and Personal Information.
4. Click Job Termination Request.
Step 2: Initiate Transaction


2. Enter the Employee ID.

3. In the Empl Record field click the look up button (or magnifying glass).

4. A new window displays with the employee record Search Results. Double check the information belongs to the correct person and click on the appropriate Empl Record.

5. On returning to the Job Termination Request page, click Add to bring the job record into the Job Termination request form.

Step 3: Enter the Date for the Last Day Worked

1. Update the Last Date Worked by clicking on the calendar icon. Note the Last Date Worked field defaults to the day prior to the date the termination request is created, therefore it is important the correct date is entered. The Effective Date field updates to the day following the last date worked.

2. Open the Transaction Type menu by clicking on the drop down arrow and select Appointment Terminated from the menu.

3. Click Save.
Step 4: Validate Job Data

1. Click the **Validate Job Data** button.

2. Ensure the Job Edits Message indicates “**Job edits are OK**”.

3. Click the **Begin Approvals** button.

4. Ensure the workflow **Job Termination Request** box appears.
Step 5: Complete Offboarding Checklist

1. Complete the [Offboarding Checklist for Managers](#) and send the General Associate the [Employee Offboarding Checklist](#).

End of process.