1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.

2. Choose Job and Personal Information from the actions menu and then choose Terminate Employee.
1. Type of transaction

2. Steps to complete transaction – current step is indicated with a green circle.

3. Employee information – redacted here for privacy

4. Effective date – must be changed to one day after the employee’s last day of work

5. Reason – must select the reason for the termination

6. Navigate to next step
7. Review the transaction one more time for accuracy and add any appropriate comments and attachments (such as a resignation letter, if applicable).