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- Log in to OneUSG
  - Change menu (top center) to Manager Self Service
  - Click on My Team tile
  - Find the em

## Termination Transactions - Field Definitions for KSU

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### Termination

Field Name	Description
Effective Date	The effective date should be one day after the employee's last day worked. Failure to choose the correct date can result in the employee not being paid correctly for his/her final work day(s). Confirm last day worked PRIOR to submitting the transaction.
Reason	Make sure to select an appropriate reason for the termination.
Other Fields	You will see informational only fields for the employee's position, job code title, and reports to manager. It is not necessary to edit or review these fields.