



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.

The screenshot shows a software interface with a dropdown menu open. The menu is titled "Actions" and lists several options:

- Request Reporting Change
- Transfer Employee
- Promote Employee
- Submit Demotion Request
- Request Reporting Change
- Request Paid Leave of Absence
- Retire Employee
- View Employee Personal Information
- Terminate Employee
- Submit Demotion Request

On the left side of the interface, there is a sidebar with the following menu items:

- Time Management
- Job and Personal Information
- Compensation
- Development
- Performance Management
- Forms

Red annotations are present: a red arrow points to the "Request Reporting Change" option in the dropdown menu, and the text "menu and then click" is written in red next to it.

# 1. Type of transaction

Terminate Employee

3. Employee information needed here for privacy

1

Job Detail

2

Review & Submit

2. Steps to complete transaction - current step is indicated

b. Navigate to next

to next

NEXT

Related Info

## Work and Job Information

\*Effective Date

04/07/2022



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

\*Reason

5. Reason - must select the reason for the termination

### Current Information

Position Title HR Data Integrity Analyst 10063972

Job Title HR Data Integrity Analyst 422X16

Reports To Mgr, Employee Data Service 10035789

Manager Name

Add Analytics

Decision Support

How to choose an Effective date >

Name  
Job Title  
Employee ID

[Redacted]

1  
Job Detail

2  
Review & Submit

8. Click Submit

Review and Submit

Reason: Resignation

Current Information

Position Title: HR Data Integrity Analyst 10053972

Reports To: Mgr. Employee Data Service 10035789

Request Summary

Current Information

Position Title: HR Data Integrity Analyst 10053972

Job Title: HR Data Integrity Analyst 422X16

Comments

[Empty comment box]

Attachments

No documents are attached.

Add Attachment

7. Review the information and actions one more time for accuracy and add any appropriate comments and attachments (such as a resignation letter, if applicable).

Changes Made  
Required Field