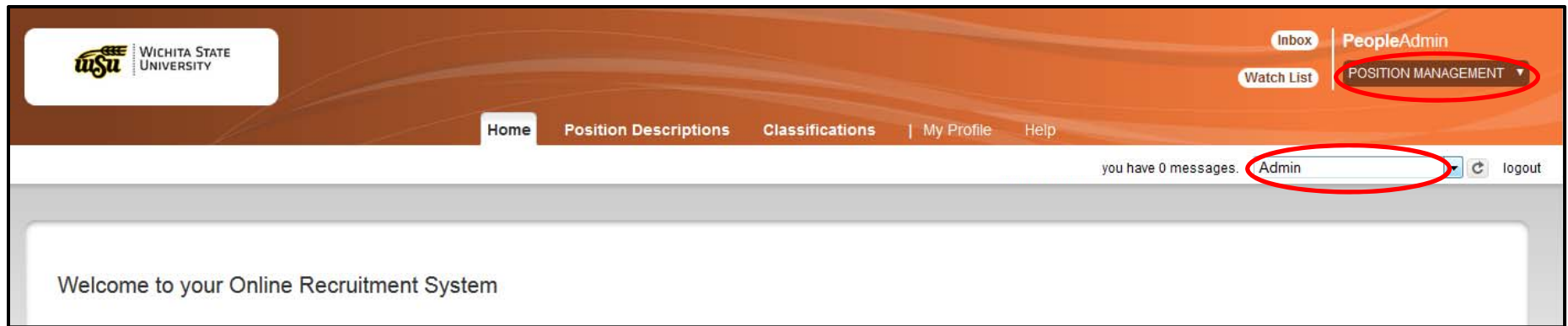


How to Terminate an Employee from Current Department

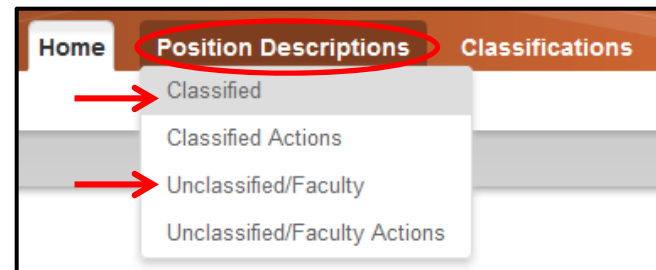
This process is used when one of your employees is being hired by a new department at Wichita State. The employee's current department (that's you), must terminate them from their current position before they can be hired into their new position. If the new department has not contacted you, you need to contact the new department to coordinate the end date of their current position to ensure their start date is not before your end date.

To begin the Termination process:

1. Ensure you are in the Position Management module and your user type is Admin (for a non-grant position) or Admin G (for a grant position).



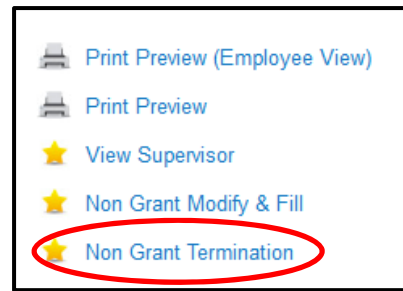
2. Select the Position Descriptions Tab, then select the type of position you are terminating, either "Classified" or "Unclassified/Faculty."



3. In the Position Description Library on the next page, find the position you wish to terminate. In the Actions drop-down menu to the right, select "View."

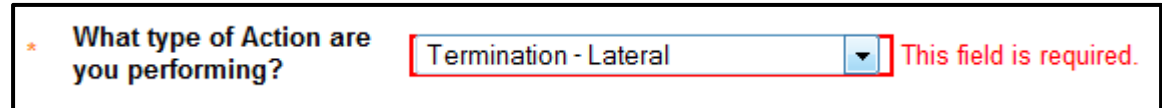
<input type="checkbox"/>	999817	Angleton	Denecia	Degree Audit Specialist	102122-Graduate School Dean's Office (102122)	Active	January 14, 2014 at 04:43 PM	Actions ▼
<input checked="" type="checkbox"/>	999376	Antes	Joan	Administrative Specialist	101506-Office of Human Resources (101506)	Active	January 14, 2014 at 04:39 PM	View Actions ▼
<input type="checkbox"/>	999718	Atkins	David	Carpenter Senior	108321-Building Maintenance (108321)	Active	January 14, 2014 at 04:40 PM	Actions ▼

4. On the right side of the next screen, select either “Non Grant Termination” or “Grant Termination,” depending on which type of position you are terminating.

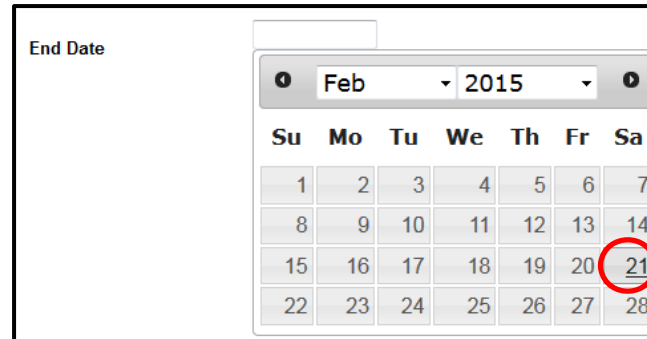



5. Click the  button to begin the termination.

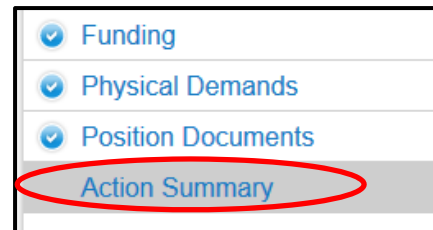
6. On the Action Information page, select if the termination is due to a lateral move, promotion, or voluntary step down.



7. Use the calendar feature to select the End Date for the last day of employment with the current department.
*****Note: This needs to be the Saturday of the end of a pay period. The Start Date of the new position would be the following Sunday, which would be the beginning of a new pay period.**



8. Save your page by clicking the  button. Click the “Action Summary” link on the left navigation menu to skip to the final page of the process.



9. Click the “Take Action on Action” orange button on the right and select the “Approved” option to send the termination to the next person in the approval process.

