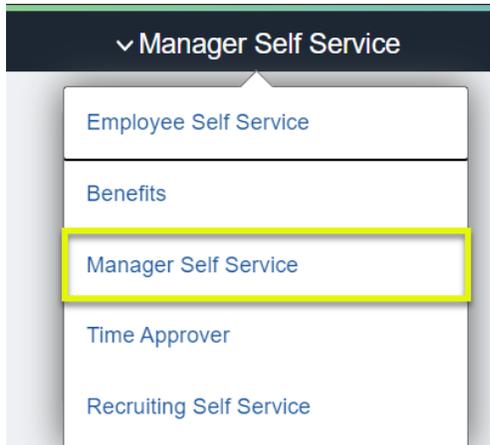


## How Do I Submit a Termination Request for My Employee? (MSS Job Aid)

This job aid provides guidance on how to request termination for an employee. By submitting this request, you will begin termination procedures for the employee.

Log into **OneUSG Connect**.

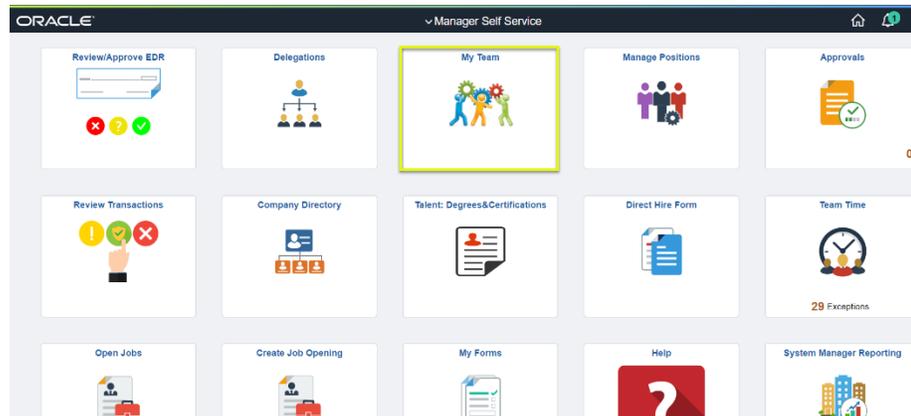
1. Click on **Employee Self Service**, then click **Manager Self Service**.



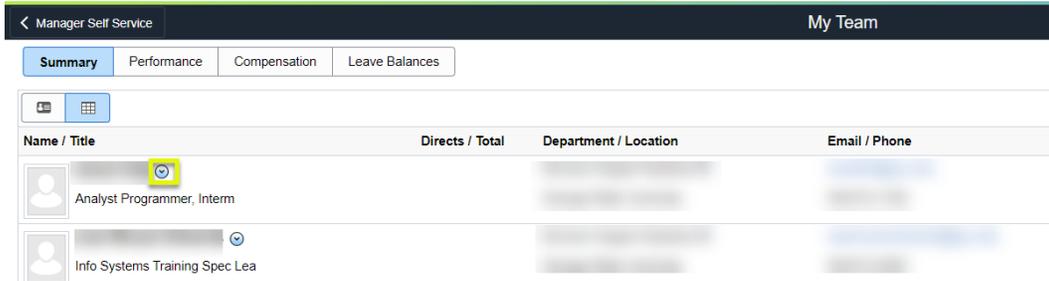
3. From **Manager Self Service**, click the **My Team** tile.

### Navigation:

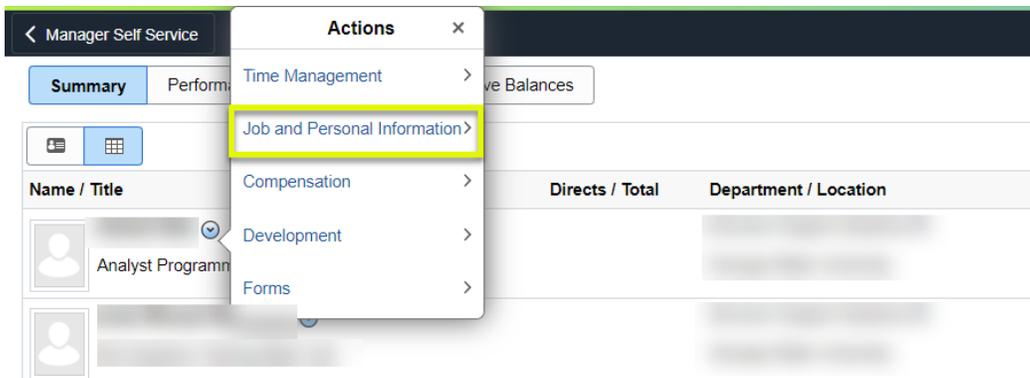
Employee Self Service > Manager Self Service > My Team



4. Locate the employee you wish to request termination for and click the green **action** button (located next to their name).



5. Click **Job and Personal Information**.



6. Click **Terminate Employee**.



7. On the **Submit Termination Request** page, verify the employee you wish to request termination for is listed.

The screenshot shows the top portion of a web form titled "Terminate Employee". On the left, there are labels for "Name", "Job Title", and "Employee ID", each followed by a blurred grey box representing the employee's information. On the right, there is a green circle containing the number "1", and below it, the text "Job Detail".

8. Select or enter the requested **Termination Date**. The Termination Date is the first day the employee is no longer employed at the institution.  
**Note:** The termination Effective Date is the first day that the employee is **no longer employed** at the institution.

**Work and Job Information**

This screenshot shows two input fields. The first is labeled "\*Effective Date" and contains the date "12/14/2020" next to a calendar icon. The second is labeled "\*Reason" and is a dropdown menu with a downward arrow.

9. Use the **Reason** dropdown to indicate the type of termination this is for the employee.

The screenshot shows the "Reason" dropdown menu expanded. The list of options includes: Contract Not Renewed, Death, Elimination of Position, End Semester Appointment, End Summer Faculty Appointment, End Temporary Employment, End of Demand, End of Fixed-Term Contract, End of Student Employment, Faculty Not Reappointed, Failure to Return from Leave, Funding/Budget Restrictions, Grant Funding Ended, Gross Misconduct, Job Abandonment, No Show, No Work Authorization -NRA, Probationary Period, and Rescind Retirement.

10. Click **Next** in the upper right corner.

11. Enter **Comments and Attachments** supporting your termination request, if necessary.

### Comments

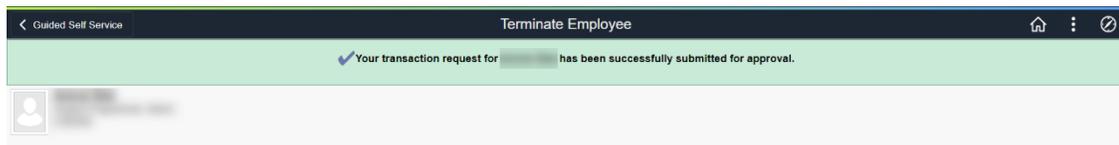
### Attachments

No documents have been attached.

[Add Attachment](#)

12. Click **Submit**.

13. On the **confirmation** page, you will see your pending request as well as the next approver in the chain.



#### Termination Approval Chain

