

## 9.2 MSS Initiate Employee Termination or Resignation (Fluid)

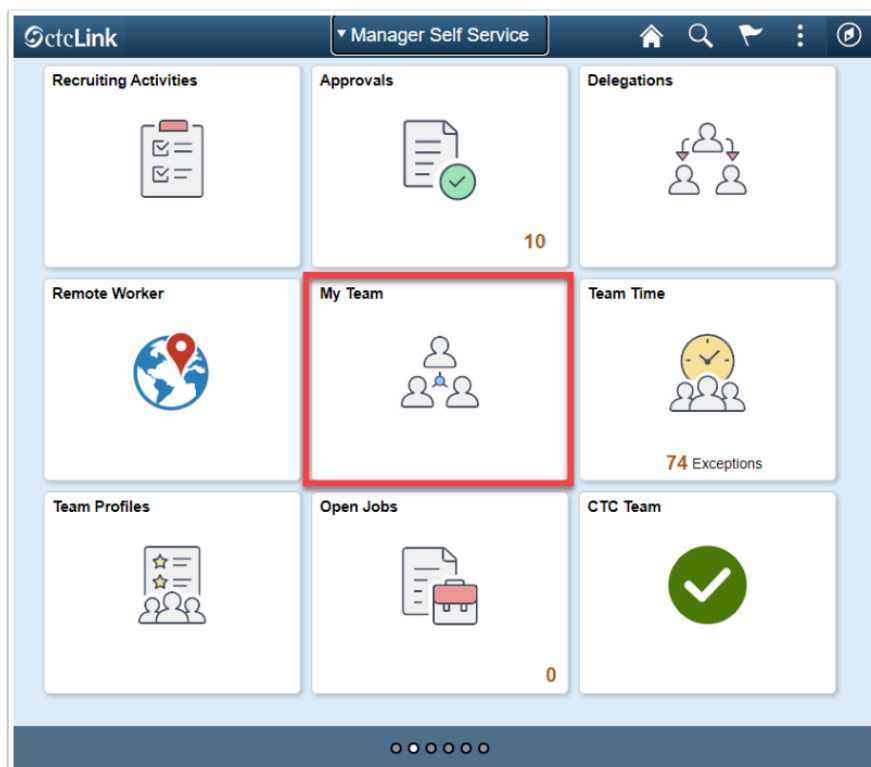
**Purpose:** Use this document as a reference to **initiate** an employee's termination or resignation in ctcLink.

**Audience:** Managers and Hr Administrators.

**!** NOTE: This process will allow a manager to **INITIATE** an employee termination, please refer to the QRG titled [9.2 Termination \(Offboarding\) Checklist Details](#) as all areas need termination actions - for example, Benefits, Absence Management, Payroll, etc.

### Manager Self Service Initiate Employee Termination or Resignation

**Navigation:** Manager Self Service (Homepage) > My Team (Tile)



1. The **My Team** page displays.

2. Select the **Related Actions** drop-down button.
3. The **Related Actions** page displays.
4. Select the **Job and Personal Information** option.
5. Select **Terminate Employee - Step 1 Job Detail**.

Name / Title	Directs / Total	Department / Location	Email / Phone
STUDENT WORKER PART TIME		Human Resources Tacoma CC Main Campus	Test@test.com <a href="tel:3107016815">310/701-6815</a>
Specialist - Human Resources		Human Resources Tacoma CC Main Campus	Test@test.com <a href="tel:2538200281">253/820-0281</a>
HR CONSULTANT ASSISTANT 2		Human Resources Tacoma CC Main Campus	Test@test.com 360 5840504

6. The **Terminate Employee** page displays.
7. User is now in **Guided Self Service**.
8. The **Transaction Date** defaults to today's date; change if needed.
9. Select a **Reason**.
10. Select the **Next** button.

**Terminate Employee**

1 Job Detail 2 Review & Submit

**Work and Job Information:**

Transaction Date: 07/16/2021

Reason: [dropdown menu]

Position Title: Director - Entry Services 00002710

Job Title: Director - Entry Services 000295

Supervisor Name: Rowan Mitchell 101000007

**Next**

11. Review the data, and make notes if applicable.
12. If changes need to be made, select the **Previous** button to go back to the **Job Details** page and repeat prior steps.
13. Select the **Submit** button.
14. Select **Exit** button, in the upper left hand corner, to exit page.

Full

Terminate Employee

Director - Entry Services

Job Detail

Review & Submit

Review and Submit

Transaction Date07/15/2021

ReasonEarly Retirement

Current Information

Position TitleDirector - Entry Services00052718

Job TitleDirector - Entry Services000295

Supervisor NamePawan Mitchell101008927

Comments

Attachments

No documents have been attached.

Add Attachment

Previous

Submit

Related Information

Add Analytics

Decision Support

15. The process to initiate an employee termination or resignation is now complete.