

# 9.2 MSS Initiate Employee Termination or Resignation (Fluid)

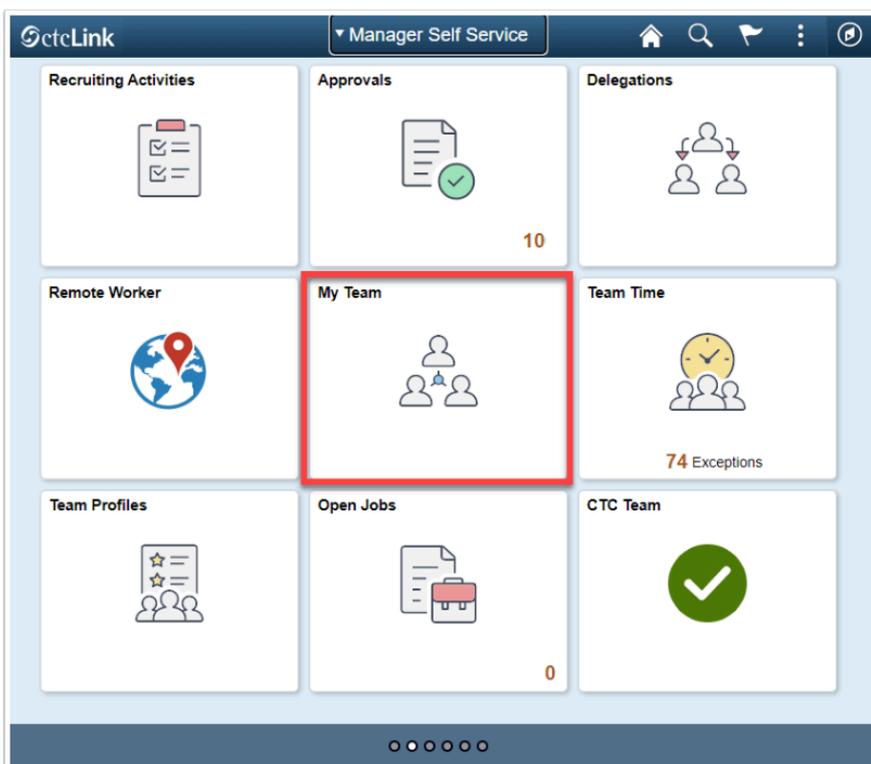
**Purpose:** Use this document as a reference to **initiate** an employee's termination or resignation in ctcLink.

**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**.

Manager Self Service		My Team	
Summary		Compensation	Leave Balances
Name / Title	Directs / Total	Department / Location	Email / Phone
[Red Box] STUDENT WORKER PART TIME		Human Resources Tacoma CC Main Campus	Test@test.com <a href="tel:3107016815">310/701-6815</a>
[Red Box] Specialist - Human Resources		Human Resources Tacoma CC Main Campus	Test@test.com <a href="tel:2538200281">253/820-0281</a>
[Red Box] 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.

Exit | Terminate Employee

Delgado Ramona  
Director - Entry Services

1 Job Detail | 2 Review & Submit

Work and Job Information:

\*Transaction Date: 07/16/2021

\*Reason: [Dropdown]

Position Title: Director - Entry Services 0000710

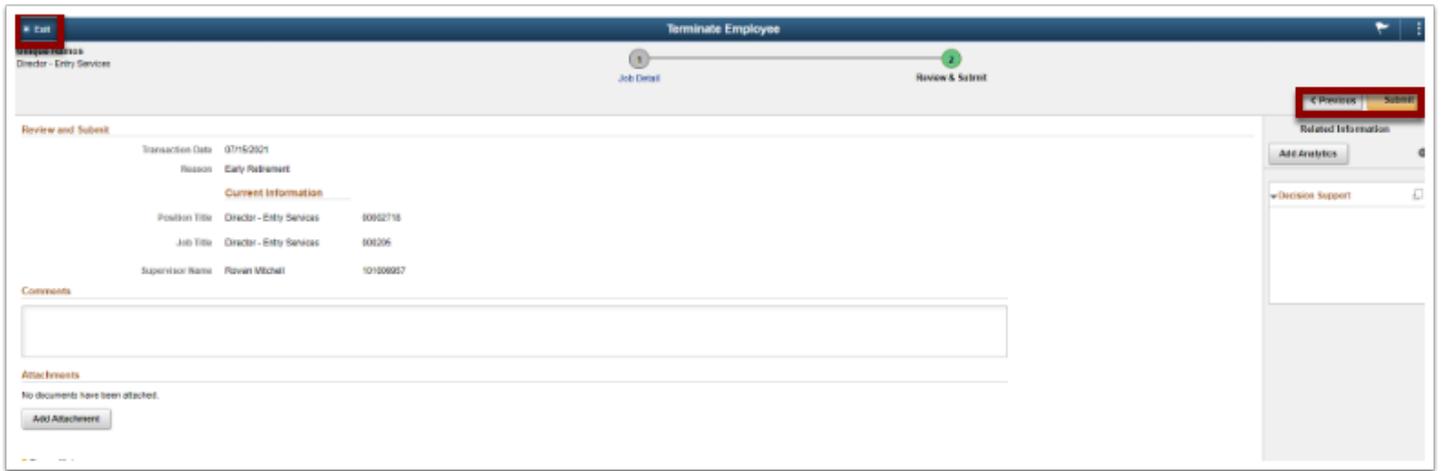
Job Title: Director - Entry Services 000296

Supervisor Name: Fowan Michael 10109887

Changes Made Applied Part

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.



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