

## Instructions for Terminate Employee via Manager Self Service

Notification to HR regarding an employee departure has changed from the Departure Notice (paper/PDF form) to the automated **Terminate Employee** transaction via Manager Self Service.

Use this guide to submit your departures online.

If you have questions, please contact Michelle Hughes at ex. 4219.

- Step 1: Log into myMoody and access Manager Self Service. You may also go directly to the HR system by typing [www.hcm.moody.edu](http://www.hcm.moody.edu) into your web browser and using your myMoody username and password to access the site.

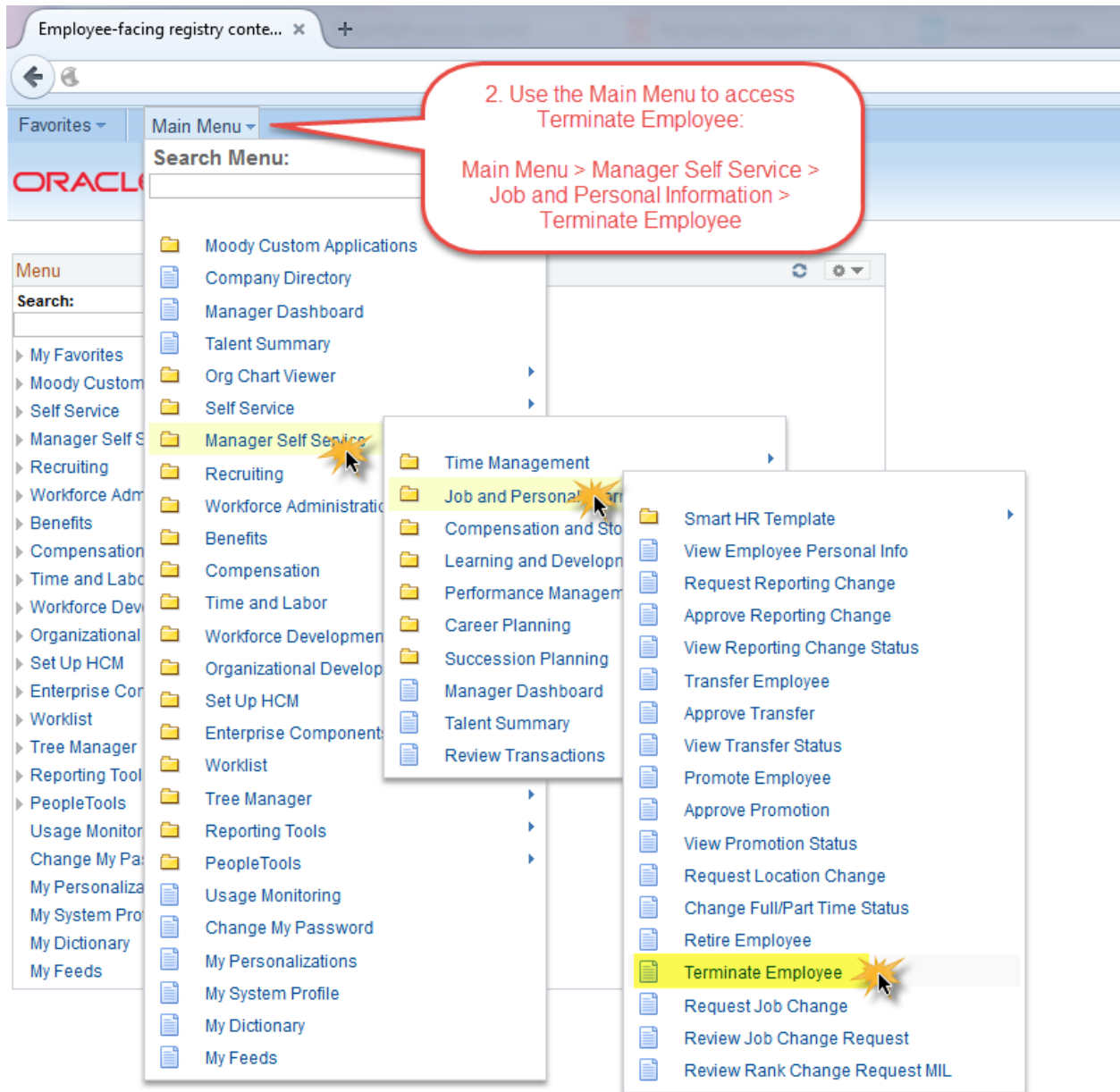
The screenshot shows the myMOODY website interface. At the top, the logo "myMOODY" is displayed in white and yellow on a dark blue background. Below the logo, the date "Thu, Sep 24, 15" is shown. The navigation bar includes "Favorites" and "Main Menu" with dropdown arrows. The "Main Menu" is expanded, showing a list of options: "Directory by Department", "Directory by Subject", "Policies", "Forms", and "New employees start here" (with a play button icon). Below this is the "Employee Self-Service" section, which contains a list of options: "My Account", "Payroll Time Entry", "View Moody Jobs", and "Manager Self-Service". The "Manager Self-Service" option is highlighted with a red rectangular box. To the right of the "Main Menu" is the "Quicklinks" section, which includes a list of links: "Astra Scheduler", "Chicago Campus Chapel Audio", "Corporate Calendar", "Departmental Directory", and "ITS Support Center".

Or

The screenshot shows a web browser window with the URL <https://hcm.moody.edu/psp/HCM92PD/?cmd=login&languageCd=ENG>. The page features the Oracle logo and the text "PEOPLESOFT ENTERPRISE". On the left, there is a login form with fields for "User ID" and "Password", and a "Sign In" button. On the right, there is a "Select a Language" section with a list of language links: English, Español, Dansk, Deutsch, Français, Français du Canada, Italiano, Magyar, Nederl, Polsk, Rom, Sved, Cesk, 한국, ไทย, 繁體中文, and UK English. Two red callout boxes are present: one on the left pointing to the URL with the text "Type hcm.moody.edu into your browser", and one on the right pointing to the login form with the text "Use your myMoody username and password to sign in."

- Step 2: Use the Main Menu at the top of the screen to access Terminate Employee.  
Note: this is different from viewing your roster on the Manager Dashboard. Please use the navigation below instead of the Manager Dashboard.

Navigation: Main Menu > Manager Self Service > Job and Personal Information > Terminate Employee



- Step 3: A list of your direct reports will appear. Select the departing employee. This will take you to the Terminate Employee form.

hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE\_MANAGER.HR\_EE\_TERMINATE.GBL?NAVSTACK=Clear&FolderPath=PORTAL\_ROOT\_OBJECT.CO\_MANAGER\_SEL

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > Terminate Employee

ORACLE All Search >> Advanced Search

### Terminate Employee

#### Employee Selection Criteria

Select the employee to be terminated. You will be able to process only those employees that report to you as of the date entered on this page.

As Of Date 09/23/2015

3. Select the employee who is terminating employment.

Mollie Bond's employees Personalize | 1-2 of 2

Select	Name	Empl ID	Job	Empl Status	HR Status	Position
Select	Ann		0	Active	Active	
Select	Rob		0	Active	Active	

hcm92te.moody.edu/psp/HCM92TE/EMPLOYEE/HRMS/c/ROLE\_MANAGER.HR\_EE\_TERMINATE.GBL?NAVSTACK=Clear&FolderPath=PORTAL\_ROOT\_OBJECT.C

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > Terminate Employee

ORACLE All Search >> Advanced Search

### Terminate Employee



Ann  
Actions ▾

What appears is the Terminate Employee form.

#### Instructions

The Termination Date is the first day the employee is no longer employed at the company. Select Submit once you have entered the termination information.

#### Reason for Termination

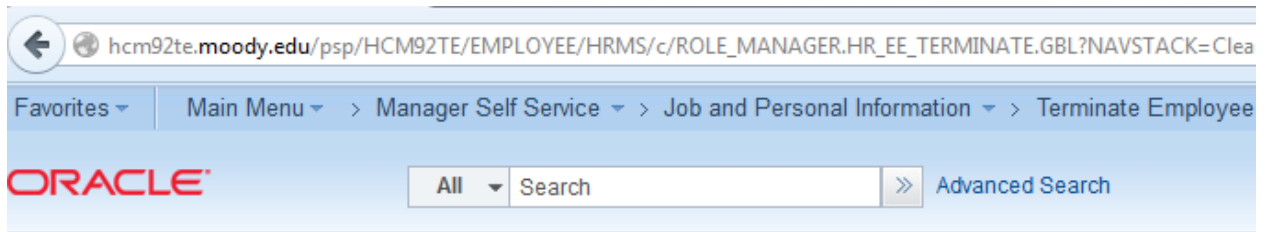
Empl ID (Empl ID & Title will default in.)  
Job Title

\*Termination Date 09/23/2015

Reason for Termination

Comments

- Step 4: Carefully select Termination Date. Termination is effective the day after the employee's last day of work.



## Terminate Employee



Ann

Actions ▾

### Instructions

The Termination Date is the first day the employee is no longer employed at the company. Select Submit once you have entered the termination information.

### Reason for Termination

Empl ID  
Job Title

\*Termination Date

Reason for Termination

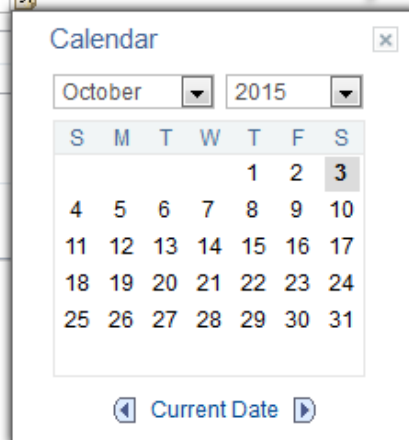
Comments

Submit

\* Required Field

[Return to Select Employees](#)

4. Carefully select Termination Date.  
  
This is the day after the employee's last day of work.



- Step 5: Select the Reason for Termination from the drop-down menu.

Important: Please be reminded that any employee issue that may require disciplinary action must be reported to HR before disciplinary procedures begin. If the reason of “Dismissal” is selected on the form, it implies that the issue was handled in partnership with HR. Also, if there is a dismissal, please send any supporting documentation to the Director of Employment Services.

There are a few dozen Reasons for Termination in the dropdown menu to choose from. However, while there are many options, listed below are the most common & appropriate termination reasons for employee departures.

Student Employee Termination Reasons:

- Graduation
- End Temporary Employment
- Left School
- School Schedule/Workload
- Resignation
- New Job Opportunity

Full-time and Part-time Professional Termination Reasons:

- Resignation
- Retirement
- Personal Reasons
- Other Ministry
- New Job Opportunity
- Relocation

Please consult with the Director of Employment Services if choosing a different Reason for Termination seems more appropriate to the situation.

## Terminate Employee



Ann

Actions

### Instructions

The Termination Date is the first day the employee is no longer employed. Select Submit once you have entered the termination information.

### Reason for Termination

Empl ID  
Job Title

\*Termination Date 10/03/2015

Reason for Termination

Comments

- Marriage
- Moved to Contingent Worker
- New Job Opportunity
- Other
- Other FT Ministry
- Other Ministry
- PTS to PTP
- Part-Time to Full-Time
- Personal Reasons
- Relocation
- Resign No Notice
- Resignation**
- Resignation Requested
- Retirement
- Return to School
- School Schedule/Workload
- Tardiness
- Term Vested
- Termed for Cause
- Termination
- Transportation Problems

Submit

\* Required Field

[Return to Select Employees](#)

5. Select reason for termination from drop-down menu.


- Step 6: Please comment on rehire-ability by stating either “Rehire” or “Do Not Rehire.”

The most common comment is “Rehire.” If “Do Not Rehire” is submitted, this assumes that the employee issue related to termination has already been discussed and documented with the Director of Employment Services.

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > Terminate Employee

ORACLE All Search Advanced Search

### Terminate Employee

 **Ann**  
Actions ▾

▼ **Instructions**

The Termination Date is the first day the employee is no longer employed at the company. Select Submit once you have entered the termination information.

**Reason for Termination**

Empl ID  
Job Title

\*Termination Date

Reason for Termination

Comments

**Submit**

\* Required Field  
[Return to Select Employees](#)

6. Comment on rehireability by stating either "Rehire" or "Do Not Rehire."



- Step 7: Complete the transaction by clicking Submit. A notification email will be sent to you and to HR when the transaction is received and when the transaction is approved.

## Terminate Employee



Ann  
Actions ▾

### Instructions

The Termination Date is the first day the employee is no longer employed at the company. Select Submit once you have entered the termination information.

### Reason for Termination

Empl ID  
Job Title

\*Termination Date

Reason for Termination

Comments

Submit

7. Click Submit.

\* Required Field  
[Return to Select Employees](#)



All ▾ Search

>> Advanced Search

Terminate Employee

## Submit Confirmation

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The Submit was successful.

OK