

Welcome To Your Dashboard, Line Manager

Test Person Number :

Employee Selection Criteria

Select the employee to be terminated.

The As Of Date is the last day an employee worked at DePaul University.

For all involuntary terminations please consult with the responsible area *before* using the following process.

Employee Type	Provost Office
Full-Time Faculty	Provost Office
Part-time Faculty	
Full and Part-time Staff	Human Resources - Employee Relations
Student Employees	Office of Student Employment

Line Manager - Terminate

Number	Person Number	Full Name	Assignment Name	
1	8653488	Exempt Staff	Senior Research Associate	<input type="button" value="View Assignment"/>
2	8223480	Nonexempt Staff	Benefits Coordinator	<input type="button" value="View Assignment"/>
3	8916625	Student Test	Student Service Participant	<input type="button" value="View Assignment"/>

Welcome To Your Dashboard, Line Manager

Test Person Number :

Employee Selection Criteria

Select the employee to be terminated.

The As Of Date is the last day an employee worked at DePaul University.

For all involuntary terminations please consult with the responsible area *before* using the following process.

Employee Type	Provost Office
Full-Time Faculty	Provost Office
Part-time Faculty	College Office
Full and Part-time Staff	Human Resources - Employee Relations
Student Employees	Office of Student Employment

Number	Person Number	Full Name	Assignment Name	
1	8653488	Exempt Staff	Senior Research Associate	<input type="button" value="View Assignment"/>
2	8223480	Nonexempt Staff	Benefits Coordinator	<input type="button" value="View Assignment"/>
3	8916625	Student Test	Student Service Participant	<input type="button" value="View Assignment"/>

1/3

In this field, click, 'View Assignment' for the employee you would like to terminate.

Click Terminate to terminate the current assignment

Name:	Exempt Staff
Person Number:	8653488
Assignment Name:	Senior Research Associate
Assignment Number:	E8653488
	Manager, Line
	Human Resources - Operating

2/3 ×
Click 'Terminate'

[Terminate](#) | [Back to List](#)

Terminate

When is the termination notification date ? i	What's the way to terminate the employee ?
<input type="text" value="MM/DD/YY"/>	<input type="text" value="Please Select Reason"/>
What is the employee's last day of work?	Why are you terminating Exempt Staff ?
<input type="text" value="MM/DD/YY"/>	<input type="text" value="Please Select Reason"/>
Attachment i	
<input type="text" value="Choose File..."/> <input type="button" value="Browse"/>	
Comments	
<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Back to List"/>	


3/3

Populate this information and click 'Submit.'


Once you click 'Submit' this termination will be routed for approval.

Terminate


When is the termination notification date ? ?


What's the way to terminate the employee ?

What is the employee's last day of work?

Why are you terminating Exempt Staff ?

Attachment ?

Comments

You have completed this task.