

TIP SHEET

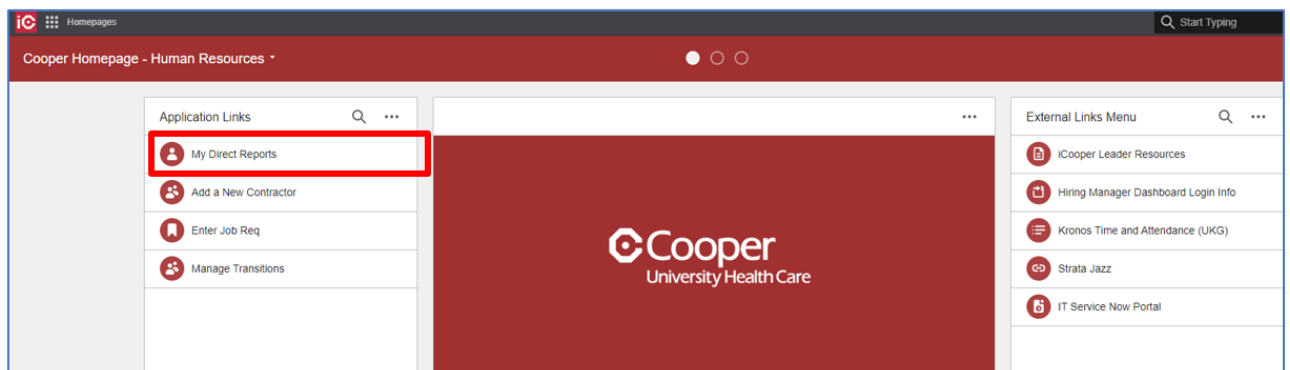
Terminate a Team Member

Purpose: *Enter information to terminate a team member.*

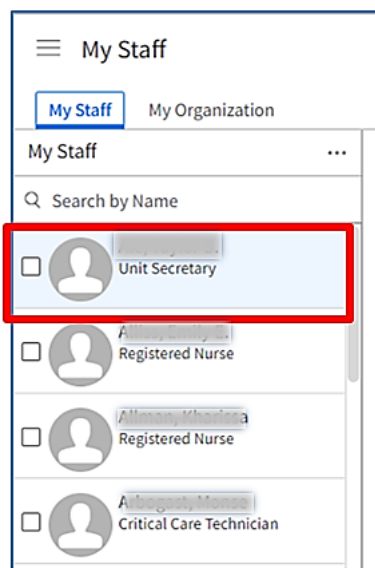
This tipsheet is available to a manager when terminating a team member.

Workflow

1. Starting from the Cooper Homepage – Human Resources, select My Direct Reports found under the Application Links.



2. On the **My Staff** page, double-click on the name of the employee who is terminating.



3. Select **Terminate**.



4. There are messages at the top of the **Request to Terminate** page. Please make sure you read these important messages. Here are a few messages that may appear at the top of the termination page:

- Warning! If this team member has multiple Work Assignments. This action will end all Work Assignments. If you would only like to end the Primary Work Assignment, please contact HRIS for assistance.
- **If the team member is transferring to a new job or department, within Cooper, please do NOT process a termination.**
- **If the team member is leaving Cooper, please process the termination action.** This request will be routed for approval; after it is approved this record will be updated.

5. Complete the fields to request to terminate the employee. A **red asterisk** indicates a required field.

Request To Terminate [Employee ID]

If this team member is transferring to a new job or department, within Cooper, please do NOT process a termination.

If your team member is leaving Cooper, please process the termination action. This request will be routed for approval; after it is approved this record will be updated.

Effective Date *

Reason *

Enter The Termination Information

Relationship To Organization

Relationship Status *

You must choose one option

Notice Given

Notice Not Given

Termination Date (Must Equal Effective Date)

You must choose one option

Eligible For Rehire

Not Eligible for Rehire

Field	Value
Effective Date	Enter the effective date of termination.
Reason	Use the Search icon to search for the reason for the pay rate change. You can search by Action Reason , Description , or Subject . You can also change the number of reasons per page to scroll through the list.

Relationship to Organization	Defaults to Employee.
Relationship Status	Select if the termination is voluntary or involuntary.
Notice Given or Notice Not Given	Select one of the check boxes.
Termination Date	Must be the same date as the Effective Date .
Eligible for Rehire Not Eligible for Rehire	Select one of the check boxes.
Cancel	To remove request to terminate.
Submit	Submit the request to terminate the employee.

You have successfully submitted a termination of an employee.