

This guide outlines the steps to take to process a termination of employment for one of your team members



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Fusion enables you process a termination of employment for your team members..

To begin the process, navigate to the **My Team** tab and select the **My Team** tile.

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Things to Finish							

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The My Team Overview page is displayed, and a list of your team members is visible.

Select the **three-dot** icon next to the name of the employee who will be leaving the organisation, and then choose the **Terminate Employment** option from the drop-down list.

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## The **Terminate Employment** page is displayed.

In the image below, three options are displayed, however in the live version, the **Document Records** option will not be available.

If the colleague has direct report of their own, then a **Reassign Direct Reports** option would also be available. Choosing this option would enable you to reassign the leavers direct reports to a new line manager.

11111	Termination Info	Document Records	Comments and Attachments

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Next, select the **Continue** button.

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Terminate Employment	
	Termination Info

The **When and Why** section is displayed. Add a date into the **When is the termination notification date?** field.

## Add a date in the When does the termination take effect? field

Select the radio button to indicate which assignment(s) are being terminated

Select the What is the way to terminate the employee? field and select an option from the drop-down list.

Select the **Continue** button to move to the next section.

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Lacy Ball	ent When and Why		Submit Cancel
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Select the Why are you terminating.....? field and select an option from the drop-down list.

Select the **Continue** button.

Terminate Emp	ployment		Submit
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	Show Assignment Details	Resigned - run - Inne Studies Resigned - Hours of Work	
		Resigned - No Reason Given	
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The **Termination Info** section opens. In the **Review User Access** field, you can choose when you would like the colleague's system access to be reviewed. The options are either **After Termination** or **Immediately**.

The Recommend for Rehire field is not being used, so should be ignored

Add a date in the Last Work Day field.

Select the **Continue** button.

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Need Help? Contact Us.		~	

The Comments and Attachments section opens. A free format note may be added in the Comments box.

A copy of the resignation letter must be added to the transaction. Select the **blue add attachment text** and then select **Add File** from the drop-down list.

A file explorer window opens. Navigate to the copy of the resignation letter and select it. Then, select the **Open** button.

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Seniority Dates Need Help? Contact Us.		*

The resignation letter has now been added to the record.

To complete the process, select the **Submit** button and the request will be forwarded to HR for processing.

Terminate Employment		C Suber
• When and Why		Edit
<ul> <li>Termination Info</li> </ul>		✓ Edit
Comments and Attachments		
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That brings this Quick Reference Guide to a close.

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