

Manager Self Service Step –by-Step: How to Initiate a Termination Request

Step	Action
1.	Log in to Campus Connect .
2.	Click on the For Employees link.
3.	Click on the Manager Self Service link in Campus Connect.
4.	Select the Terminate Employee link.
5.	Enter the Effective Date for the termination in the As of field. You may use the Choose a Date button to select a date from the calendar window. The Effective Date is the first day following the last day worked.
6.	Click Continue .
7.	Review the HR Termination Checklist by clicking on the Click Here to Download the HR Termination Checklist link .
8.	Select the employee to be terminated by clicking on the button by his/her name.
9.	Click Continue .
10.	Select a Reason for Termination from the drop down menu.
11.	Click Submit .
12.	Click OK .
13.	Click the Return to Select Employees to terminate another employee or log out of Manager Self Service .

