

**Termination Requests in Manager Self Service
Frequently Asked Questions**

FAQ Question	Response	Resources Available
1. What is the process for terminating employees who are transferring or promoting to another department?	Request a letter of resignation from the employee. HR completes the PAF for transfer/promotion through the recruitment process.	Additional information is available at the following link. https://hr.depaul.edu/HowDoI.html Select Employee Relations and review Section II of How Do I process a Voluntary Termination.
2. What is the proper protocol for “unplugging” employee access to e-mail, Campus Connect, network access, etc. when the employee remains at the University working in another role and department?	Managers are responsible for unplugging employee’s access when they will continue to work at the University in another role.	Additional information is available at the following link. https://hr.depaul.edu/HowDoI.html Select Employee Relations and review Section II of How Do I process a Voluntary Termination.
3. What happens if I make a mistake and initiate the request for the wrong employee?	Consult with the designated HR representative based on employee type	Technical Support and online resources are available on page 26 off the Desk Reference for the manager self service termination request.
4. What should I do if an employee changes their effective date of termination after a request has been approved?	Consult with the designated HR representative based on employee type	Technical Support and online resources are available on page 26 off the Desk Reference for the manager self service termination request.
5. What if an employee decides to stay in their position after they have resigned?	The manager will determine if the resignation can be withdrawn. Consult with the designated HR representative based on employee type	Technical Support and online resources are available on page 26 off the Desk Reference for the manager self service termination request.
6. How do I check if an employee has reported vacation time?	Verify entered vacation time through the time reporting system in Campus connect	
7. How do I check if an employee has reported hours beyond their last effective date?	Verify entered vacation time through the time reporting system in Campus connect	
8. How will I know if I am a delegated authority (Proxy) for termination processing?	As a delegated authority, you should have accepted the proxy access. The termination request application will also indicate that you are a delegated authority.	Please refer to email acceptance communication on page 25 in the Desk Reference for the manager self-service termination request and page 9 for screen shot of the termination application of delegated authority.

<p>9. How do I conduct multiple termination requests at the same time?</p>	<p>The application provides you with the ability to easily return to select employee. Multiple selections at one time are not an option because of effective termination date.</p>	
<p>10. Can I delegate a single transaction to more than one person?</p>	<p>No, you can not delegate the same transaction to more than one proxy for the same delegation period</p>	
<p>11. When I log in to Campus Connect, I don't have access to Termination Requests in Manager Self Service. What do I do?</p>	<p>Consult with the designated HR representative based on employee type</p>	<p>Technical Support and online resources are available on page 26 off the Desk Reference for the manager self service termination request.</p>