

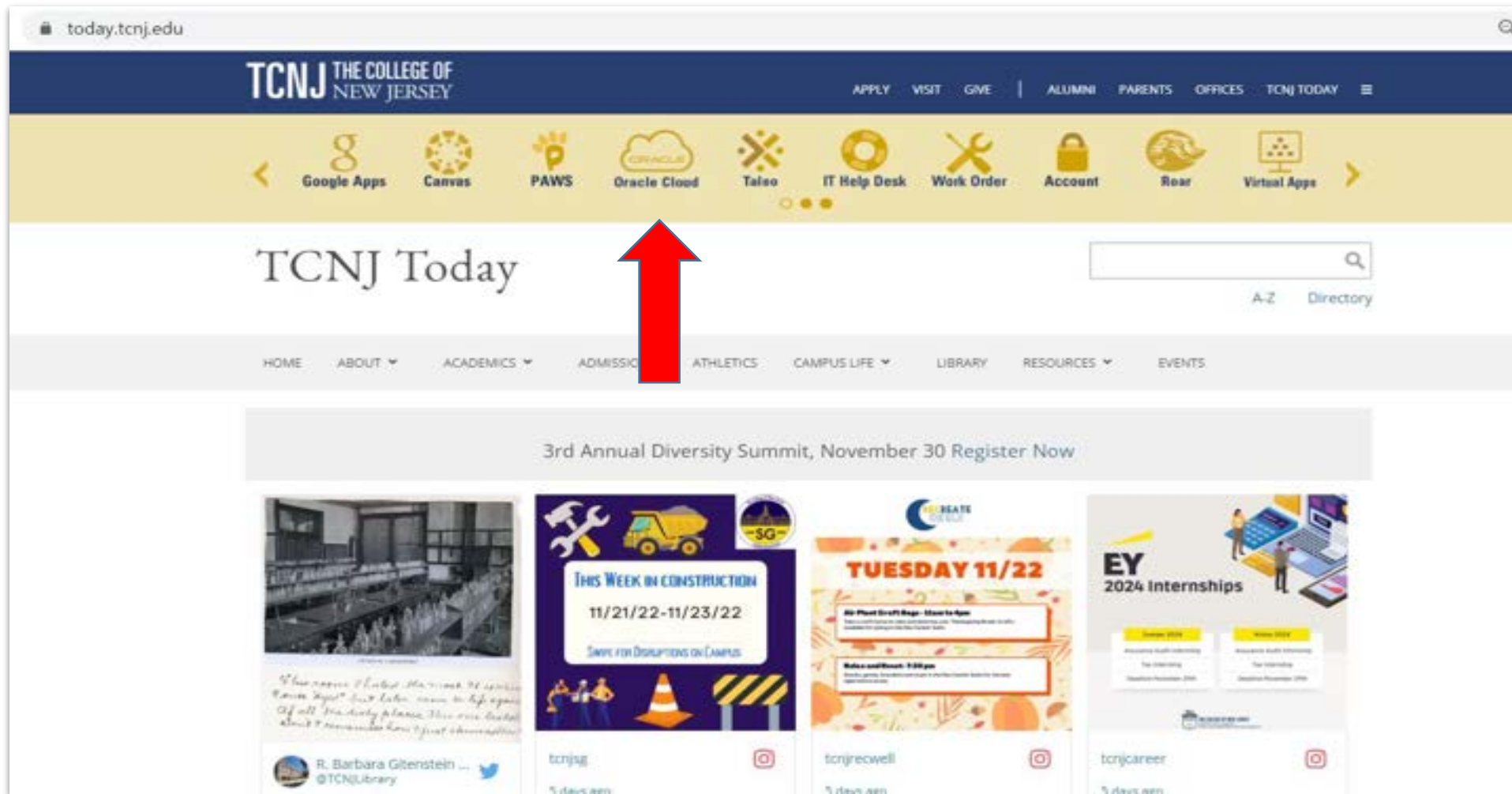
How to Terminate an Employee in HCM Cloud

For Managers

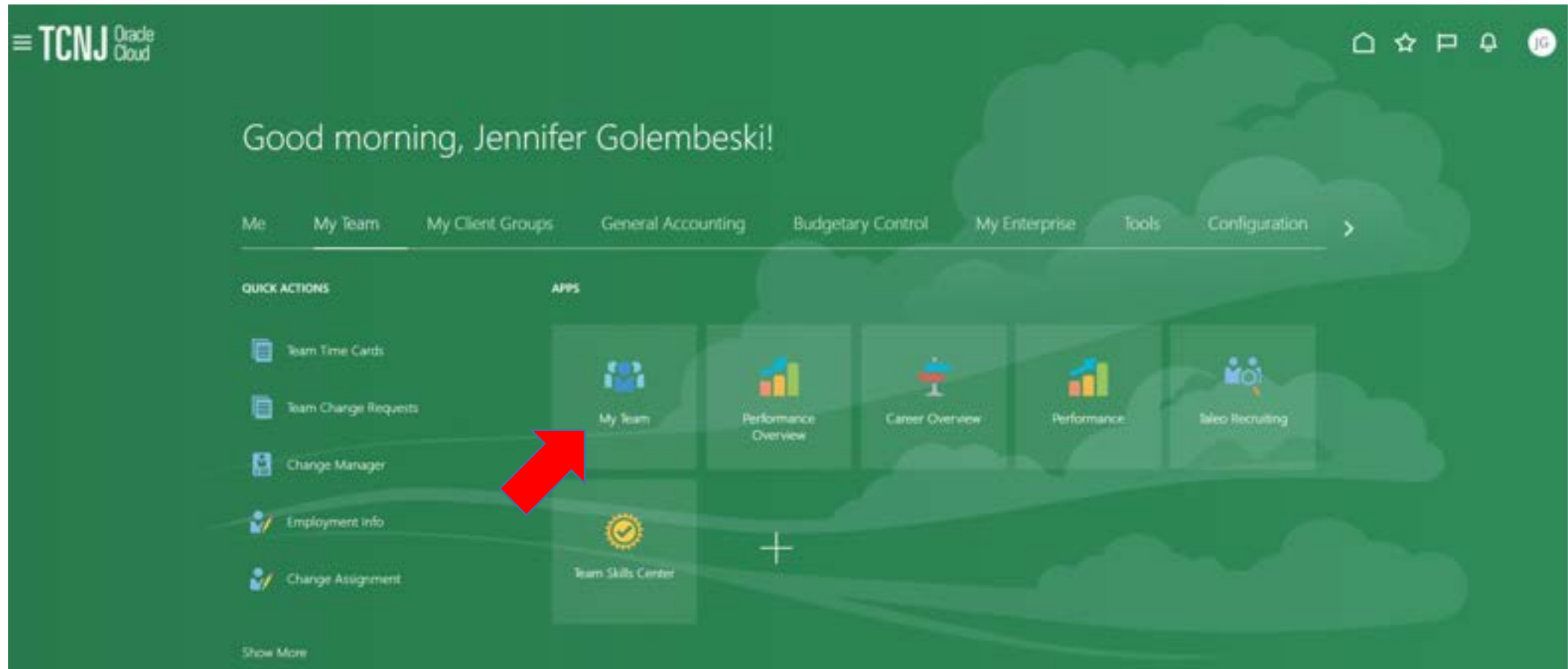
created on 11.28.2022



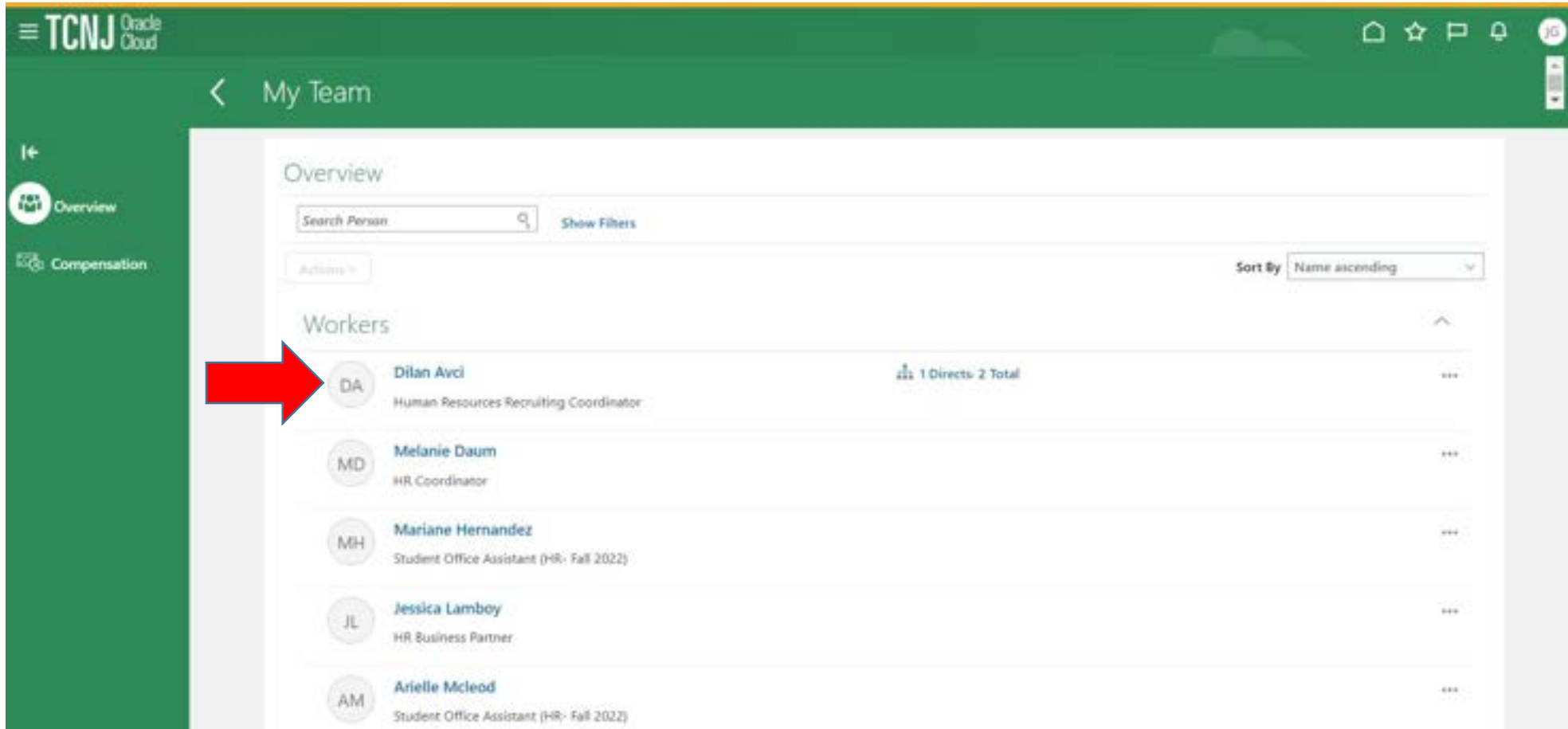
1. Open TCNJ Today and click on Oracle Cloud to login.



2. Click on My Team.



3. Click on the employee name.



The screenshot shows the 'My Team' page in the TCNJ Oracle Cloud interface. The page has a green header with the TCNJ Oracle Cloud logo and navigation icons. A left sidebar contains 'Overview' and 'Compensation' options. The main content area is titled 'My Team' and includes an 'Overview' section with a search bar, filters, and a 'Sort By' dropdown set to 'Name ascending'. Below this is a 'Workers' section with a list of five employees. A red arrow points to the first employee, Dilan Avci, whose name is highlighted in blue. The list also shows job titles and a summary of direct reports for the first employee.

Worker ID	Name	Job Title	Directs	Total
DA	Dilan Avci	Human Resources Recruiting Coordinator	1 Directs	2 Total
MD	Melanie Daum	HR Coordinator		
MH	Mariane Hernandez	Student Office Assistant (HR- Fall 2022)		
JL	Jessica Lamboy	HR Business Partner		
AM	Arielle Mcleod	Student Office Assistant (HR- Fall 2022)		

4. Click on **Show More**.

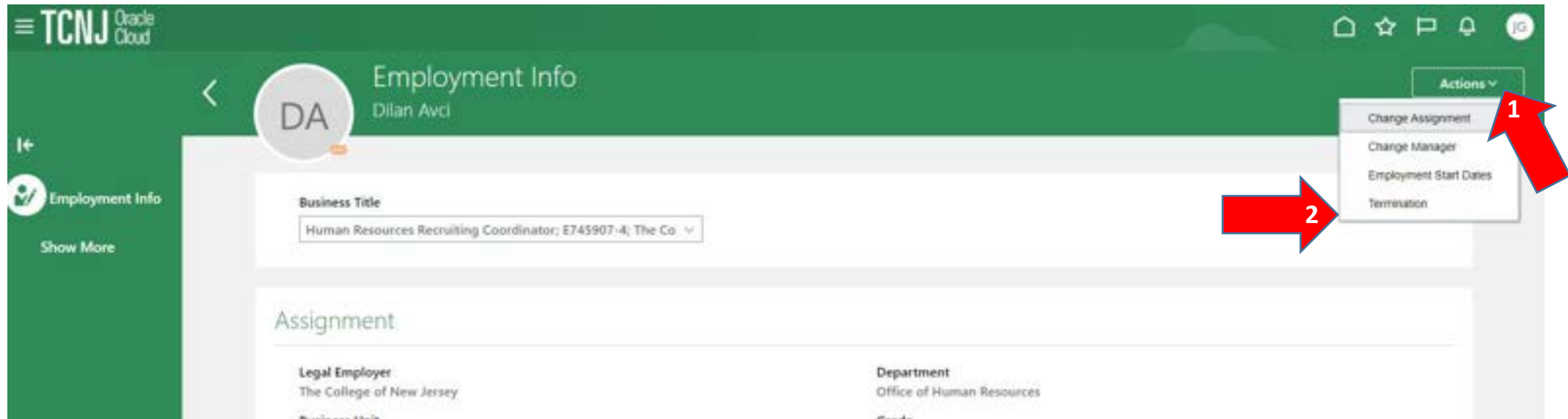
The screenshot displays the Oracle Cloud HR interface for TCNJ. The top navigation bar is green and contains the TCNJ Oracle Cloud logo, a home icon, a star icon, a flag icon, a bell icon, and a user profile icon labeled 'JG'. The main header area is also green and shows a back arrow, a circular profile picture with the initials 'DA', the title 'Employment Info', the name 'Dilan Avci', and an 'Actions' dropdown menu.

The left sidebar is green and contains a back arrow, a circular icon with a checkmark, the text 'Employment Info', and a 'Show More' link. A large red arrow points directly to the 'Show More' link.

The main content area is white and contains two sections:

- Business Title**: A dropdown menu showing 'Human Resources Recruiting Coordinator; E745907-4; The Co' with a downward arrow.
- Assignment**: A section with two columns of information:
 - Legal Employer**: The College of New Jersey
 - Department**: Office of Human Resources

5. Click on **Actions** and then select **Termination** to initiate the 5 step workflow process.



7. Step 1: When and Why - answer all of the questions then click **Continue**.

The screenshot shows the 'Terminate Work Relationship' interface in the TCNJ Oracle Cloud system. The header bar is green and contains the TCNJ logo, the text 'Oracle Cloud', and a user profile icon labeled 'DA'. The main title 'Terminate Work Relationship' is displayed above the user name 'Dilan Avci'. On the right side of the header, there are icons for home, favorites, flags, notifications, and a user profile icon labeled 'JG'. Below the header, there are 'Submit' and 'Cancel' buttons.

The main content area is titled '1 When and Why'. It contains a yellow warning box at the top stating 'This termination will end 2 assignments.' with a 'Show Assignment Details' link. Below this, there are three input fields on the left and two dropdown menus on the right.

Field Label	Value
*When is the termination notification date?	11/27/2022
*When does the termination take effect?	12/31/2022
*What's the way to terminate the employee?	Resignation
Termination Type	Voluntary
Why are you terminating Dilan Avci?	Resignation
Why are you making changes to direct reports?	Reporting Restructure

At the bottom of the form, there is a yellow warning box stating 'The employee can see their termination details when the termination type is voluntary.' and a 'Continue' button. A large red arrow points to the 'Continue' button.

8. Step 2: Enter the Termination Info - answer all of the questions and then click **Continue**.

The screenshot shows a web interface for terminating a work relationship. At the top, a green header bar contains a circular logo with 'DA' and the text 'Dilan Avci'. To the right of the header are 'Submit' and 'Cancel' buttons. The main content area has a light gray background. A white box contains three steps: '1 When and Why', '2 Enter Termination Info', and '3 Reassign Existing Reports'. Step 2 is highlighted with a blue border. Inside Step 2, there are three fields: 'Revoke User Access' with a dropdown menu showing 'After termination', 'Last Work Day' with a date input showing '12/30/2022', and 'Recommended for Rehire' with a dropdown menu showing 'Yes'. A large red arrow points from the 'Continue' button to the right. The 'Continue' button is a gray rectangle with the text 'Continue'.

DA Terminate Work Relationship Dilan Avci

Submit Cancel

1 When and Why Edit

2 Enter Termination Info

Revoke User Access After termination

Last Work Day 12/30/2022

Recommended for Rehire Yes

Continue

3 Reassign Existing Reports

9. Step 3: Reassign Existing Reports (if applicable)- select the employee(s) names, type in the proposed manager name and then click **Continue**.

DA Dilan Avci

Submit Cancel

① When and Why Edit

② Enter Termination Info Edit

③ Reassign Existing Reports

Select All

Human Resources Recruiting Coordinator

1 SG Samantha Gardocki
HR Coordinator
1 directs, 1 total

Total selected: 1

2 Search for proposed manager

3 Continue

10. Step 4: Separation Documentation - click on the **+Add** box to expand Document Details. Select Document Type = resignation notice, upload the attachment, click **Continue**.

The image displays two screenshots of a web form titled "4 Separation Documentation".

The top screenshot shows the initial state of the form. A red arrow labeled "1" points to a "+ Add" button on the right side of the form.

The bottom screenshot shows the form after the "+ Add" button is clicked, revealing the "Document Details" section. The form contains the following fields and elements:

- Document Type:** A dropdown menu with "Resignation Letter" selected. A red arrow labeled "2" points to this dropdown.
- Country:** A text field with "United States" entered.
- Name:** A text field.
- Category:** A text field with "Employment" entered.
- Subcategory:** A text field with "Termination" entered.
- Context Value:** A text field.
- Attachments:** A section with a dashed border and a green upload icon. A red arrow labeled "3" points to this area. Below the icon is the text "Drag files here or click to add attachment".
- Continue:** A button at the bottom right. A red arrow labeled "4" points to this button.

11. Step 5: If separation is not voluntary, please enter explanation here. If not, enter, N/A and then click **Submit**.

DA Dilan Avci

Terminate Work Relationship

Submit Cancel

3 Reassign Existing Reports

4 Separation Documentation

5 If separation is not voluntary, please enter explanation here. If not, enter N/A.

Comments

Position elimination. See attached documentation.

Attachments

Drag files here or click to add attachment