

# 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.

The screenshot shows the TCNJ Today website interface. At the top, the URL 'today.tcnj.edu' is visible in the browser address bar. The main navigation bar includes the TCNJ logo and links for 'APPLY', 'VISIT', 'GIVE', 'ALUMNI', 'PARENTS', 'OFFICES', and 'TCNJ TODAY'. Below this is a secondary navigation bar with icons for 'Google Apps', 'Canvas', 'PAWS', 'Oracle Cloud', 'Taleo', 'IT Help Desk', 'Work Order', 'Account', 'Roar', and 'Virtual Apps'. A large red arrow points to the 'Oracle Cloud' icon. The main content area features the 'TCNJ Today' title, a search bar, and a navigation menu with links for 'HOME', 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'ATHLETICS', 'CAMPUS LIFE', 'LIBRARY', 'RESOURCES', and 'EVENTS'. Below the navigation menu is a banner for the '3rd Annual Diversity Summit, November 30 Register Now'. The bottom section displays four social media posts: a tweet from R. Barbara Gitenstein about a laboratory, an Instagram post from tcnjsg about construction disruptions, an Instagram post from tcnjrecwell about a craft fair, and an Instagram post from tcnjcareer about 2024 internships.

## 2. Click on My Team.

The screenshot displays the Oracle Cloud user interface for TCNJ. At the top left, the logo reads "TCNJ Oracle Cloud". The top right corner contains navigation icons: a home icon, a star, a flag, a bell, and a user profile icon labeled "JG". The main header area greets the user with "Good morning, Jennifer Golembeski!". Below this is a horizontal menu with the following items: "Me", "My Team", "My Client Groups", "General Accounting", "Budgetary Control", "My Enterprise", "Tools", and "Configuration". The "My Team" item is currently selected. The interface is divided into two main sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section lists: "Team Time Cards", "Team Change Requests", "Change Manager", "Employment Info", and "Change Assignment". The "APPS" section features a grid of application tiles: "My Team" (with a red arrow pointing to it), "Performance Overview", "Career Overview", "Performance", and "Taleo Recruiting". Below the "My Team" tile is a "Team Skills Center" tile. A plus sign (+) is located between the "My Team" and "Team Skills Center" tiles. At the bottom left, there is a "Show More" link.

### 3. Click on the employee name.

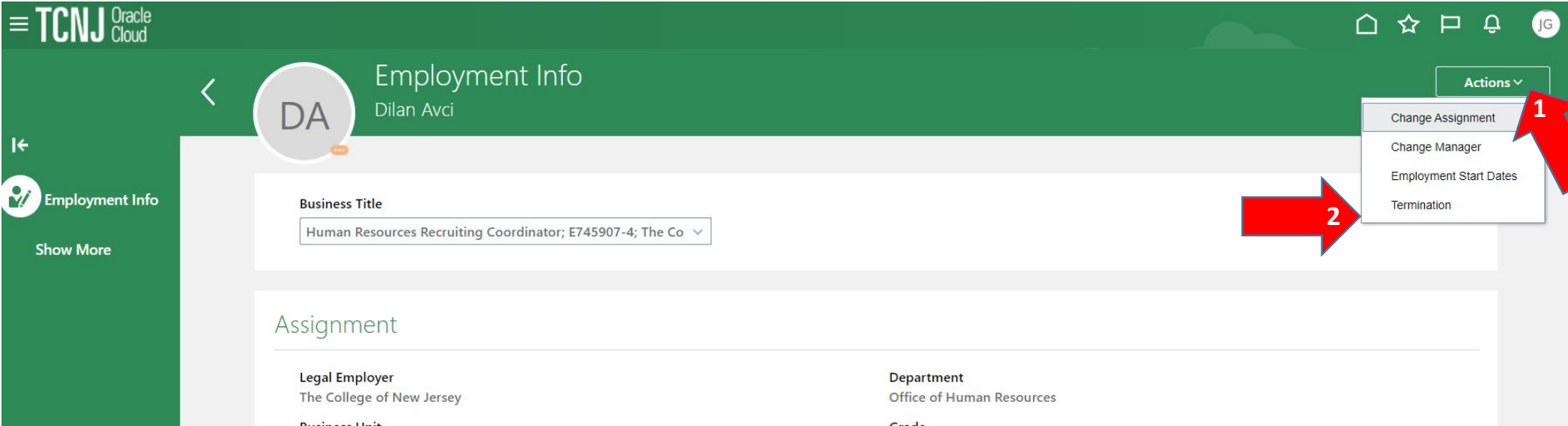
The screenshot displays the Oracle Cloud HCM interface for the 'My Team' page. The page title is 'My Team' and it features a search bar labeled 'Search Person' and a 'Show Filters' link. Below the search bar is an 'Actions' dropdown menu and a 'Sort By' dropdown menu set to 'Name ascending'. The main content area is titled 'Workers' and contains a list of five team members. A red arrow points to the first team member, Dilan Avci, whose name is highlighted in blue. The list also shows the number of direct reports for each member: Dilan Avci has 1 Direct and 2 Total.

Worker ID	Name	Job Title	Directs	Total
DA	Dilan Avci	Human Resources Recruiting Coordinator	1	2
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 shows the Oracle Cloud HR interface. At the top left, the logo for TCNJ Oracle Cloud is visible. The main header area is green and contains a back arrow, a user profile icon with the initials 'DA' and the name 'Dilan Avci', and an 'Actions' dropdown menu. The left sidebar is also green and contains a back arrow, a user icon, the text 'Employment Info', and a 'Show More' button. A large red arrow points upwards to the 'Show More' button. The main content area is white and displays the 'Business Title' as 'Human Resources Recruiting Coordinator; E745907-4; The Co' and the 'Assignment' section with 'Legal Employer' as 'The College of New Jersey' and 'Department' as '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**.

TCNJ Oracle Cloud

DA Dilan Avci

Submit Cancel

### 1 When and Why

 This termination will end 2 assignments.  
[Show Assignment Details](#)

\*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

 The employee can see their termination details when the termination type is voluntary.



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

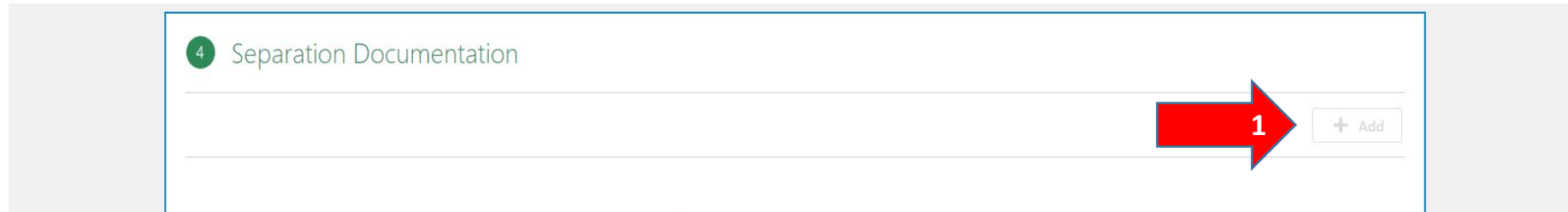
SG Samantha Gardocki  
HR Coordinator  
1 directs, 1 total

Total selected: 1

Search for proposed manager

Continue

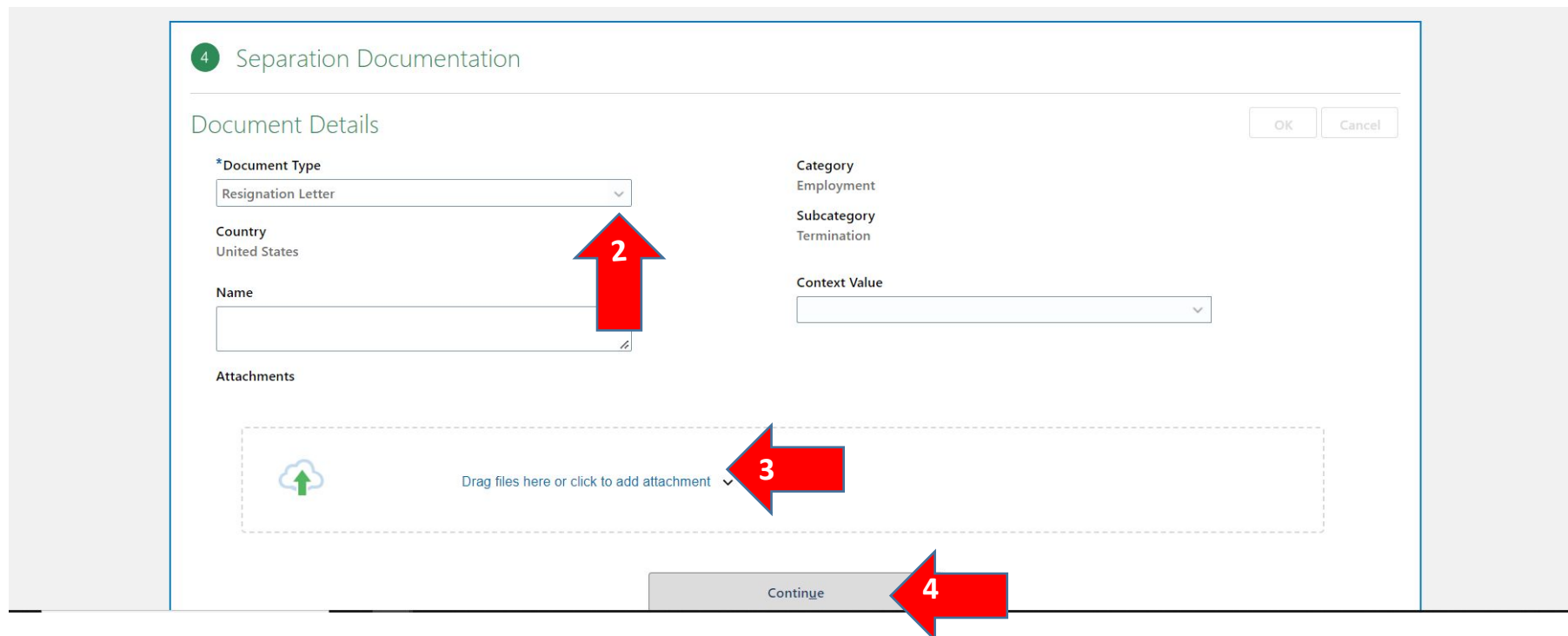
10. Step 4: Separation Documentation - click on the **+Add** box to expand Document Details. Select Document Type = resignation notice, upload the attachment, click **Continue**.



4 Separation Documentation

+ Add

A red arrow labeled '1' points to the '+ Add' button.



4 Separation Documentation

Document Details

OK Cancel

\*Document Type  
Resignation Letter

Country  
United States

Name

Attachments

Category  
Employment

Subcategory  
Termination

Context Value

Drag files here or click to add attachment

Continue

Four red arrows labeled 1, 2, 3, and 4 point to the 'Resignation Letter' dropdown, the 'Attachments' upload area, the 'Continue' button, and the 'Continue' button respectively.

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

DA Terminate Work Relationship Dilan Avci

Submit Cancel

3 Reassign Existing Reports Edit

4 Separation Documentation Edit

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

1

2