

[Understanding the Terminate Employee Function in myFSCJ](#)

When entering a Terminate Employee request in myFSCJ ([My Manager Tasks > Terminate Employee](#)), new detailed instructions have been added to the page to help employees understand the process and aid supervisors in determining when a termination request is required. Although it is the responsibility of the supervisor to enter a termination request, employees should be aware of their responsibility when preparing to leave a department or the College.

All employee terminations (whether resignation, retirement, or non-renewal) should be entered in myFSCJ immediately. This also applies to student or contingent workers who are no longer with the College. Requests to fill a position will not be processed if the former employee has not been terminated from the position. If you are the person submitting the termination request, follow up with the approving administrator so that it doesn't linger in their queue.

The processing of a termination in PeopleSoft initiates the following:

- A) Updates the employee job data record to terminated status
- B) IT is sent notification to disable all user accounts
- C) Benefits is sent notification to disable benefits

NOTE: The termination effective date must be the day after the employee's last working day. Using the incorrect termination effective date can result in overpayments and extension of benefits to which employees are not entitled. The termination effective date must be the calendar day after the employee's last day of work, not the next business day. This includes and applies to weekends and holidays.

Prior to terminating an employee in the system, remember:

- A) All worklist items in the terminated employee's queue must be finalized.
- B) If the terminated employee was a supervisor, set up a delegation for approvals effective on their last day of work to ensure time cards and leave requests from their direct reports are reviewed. This delegation must have an End Date and should be effective for at least 30 days. It is suggested that you direct the delegation to the supervisor of the terminated employee.

Supervisors must also ensure the [Clearance Form](#) is completed and submitted to HR no later than the employee's last day. This form is required to be completed in order to have the employee's leave pay-out processed, provided the completed/signed form is submitted to HR and includes a copy of the employee's resignation letter (if applicable). HR will route the form to finance/payroll who will verify and sign the form, indicating whether or not the employee has any outstanding balance owed to the college.