

Understanding the Terminate Employee Function

Navigation: The Terminate Employee function is located in Manager Self Service > Update Team Information > Terminate Employee

“Termination” pertains to **any** reason someone is leaving the college. It is the responsibility of the supervisor to enter a termination request in a **timely** manner. This is the only way system access can be taken down and prevent a separating employee from being overpaid.

- A termination request should be submitted only if the employee is permanently vacating their position. If the employee is transferring to another internal position, **DO NOT** submit a termination request, as you could inadvertently affect their pay, system access, and benefits.
- All terminations for faculty, staff, student worker, or contingent worker, regardless of reason or cause should be entered in myFSCJ as soon as possible. VNP or RTH Requests to post and/or fill a position will not be processed if the separating employee has not been terminated from the position.
- **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 (e.g., if the employee’s last day falls on a Friday, the termination effective date will be Saturday.) Using the incorrect termination date can result in overpayments and extension of benefits to which separating employees are not entitled.
- If the terminating employee is a supervisor they **MUST** [enter a request to update the reporting for any employee\(s\)](#) who report to them **PRIOR** to their last working day. Reporting Change requests **CANNOT** be initiated by anyone other than the current supervisor the employee reports to. Do not set up a delegation.
 - Prior to submitting a reporting change for a direct report, the supervisor initiating the reporting change must approve any timesheets, leave absences, or workflow processes for that employee.
 - Failure to finalize all worklist items in the terminating employee’s queue will result in the transaction being null and void in the system, directly impacting the employee’s pay (timesheet) and leave (absence requests).
- Finally, supervisors must complete an [Electronic Clearance Form](#). A Clearance Form must be completed by the supervisor **PRIOR** to an employee’s last day or their internal transfer to another department. Employees who are transferring internally require a Clearance Form to be completed but **DO NOT** need to be terminated in PeopleSoft.
- The processing of a termination in PeopleSoft initiates:
 - Updates the employee’s Job Data pay status record to *Inactive*
 - Sends IT a notification to disable the employee’s user accounts and system access
 - Sends Benefits a notification to terminate the employee’s benefits