



Employee Terminations


Updated: 10 June, 2020

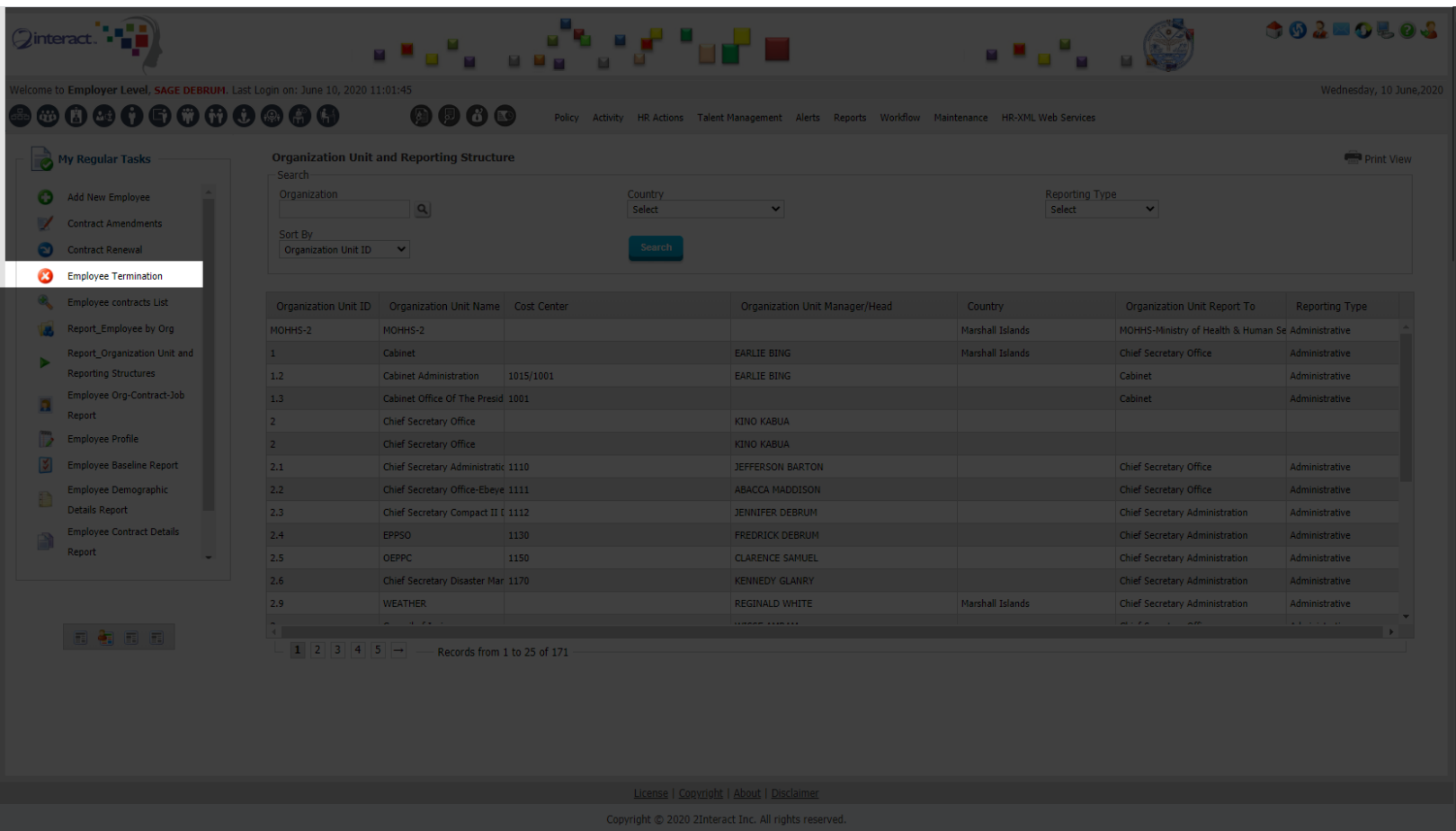


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Navigating to Employee Terminations

In the HRMIS, we have a group of options that can be quickly accessed via the “My Regular Tasks” section. This section shows when you enter pages like the Employees page. Within this group, there is the  Employee Termination option.



Welcome to Employer Level, SAGE DEBRUM. Last Login on: June 10, 2020 11:01:45

Wednesday, 10 June, 2020

Policy Activity HR Actions Talent Management Alerts Reports Workflow Maintenance HR-XML Web Services

My Regular Tasks

- Add New Employee
- Contract Amendments
- Contract Renewal
- Employee Termination**
- Employee contracts List
- Report_Employee by Org
- Report_Organization Unit and Reporting Structures
- Employee Org-Contract-Job Report
- Employee Profile
- Employee Baseline Report
- Employee Demographic Details Report
- Employee Contract Details Report

Organization Unit and Reporting Structure

Search

Organization Country Reporting Type


Sort By

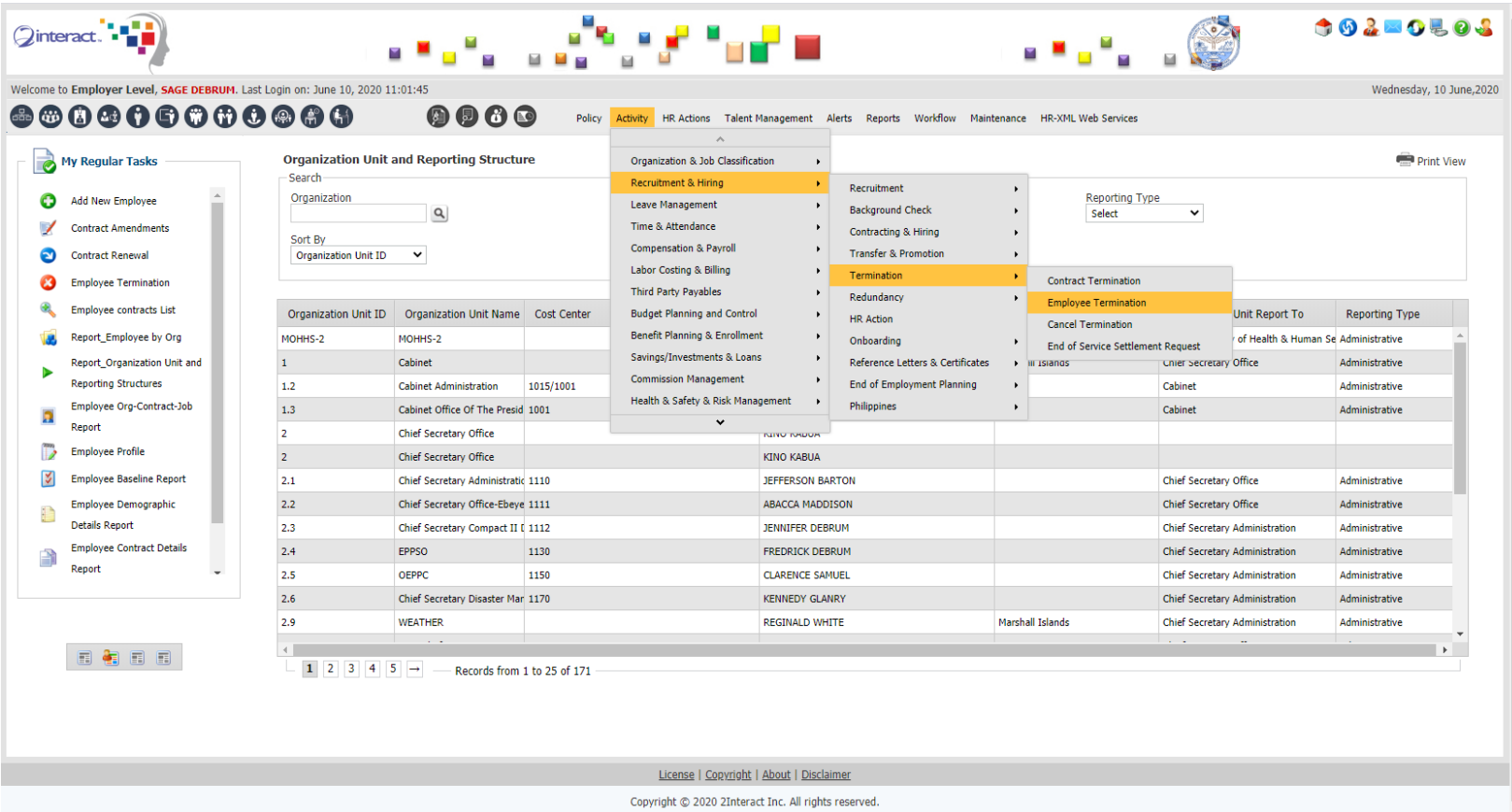
Organization Unit ID	Organization Unit Name	Cost Center	Organization Unit Manager/Head	Country	Organization Unit Report To	Reporting Type
MOHHS-2	MOHHS-2			Marshall Islands	MOHHS-Ministry of Health & Human Se	Administrative
1	Cabinet		EARLIE BING	Marshall Islands	Chief Secretary Office	Administrative
1.2	Cabinet Administration	1015/1001	EARLIE BING		Cabinet	Administrative
1.3	Cabinet Office Of The Presid	1001			Cabinet	Administrative
2	Chief Secretary Office		KINO KABUA			
2	Chief Secretary Office		KINO KABUA			
2.1	Chief Secretary Administratic	1110	JEFFERSON BARTON		Chief Secretary Office	Administrative
2.2	Chief Secretary Office-Ebeye	1111	ABACCA HADDISON		Chief Secretary Office	Administrative
2.3	Chief Secretary Compact II I	1112	JENNIFER DEBRUM		Chief Secretary Administration	Administrative
2.4	EPPSO	1130	FREDRICK DEBRUM		Chief Secretary Administration	Administrative
2.5	OEPPC	1150	CLARENCE SAMUEL		Chief Secretary Administration	Administrative
2.6	Chief Secretary Disaster Mar	1170	KENNEDY GLANRY		Chief Secretary Administration	Administrative
2.9	WEATHER		REGINALD WHITE	Marshall Islands	Chief Secretary Administration	Administrative

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You may, alternatively, access the “Contract” section by using the menu bar at the top by going to: Activity => Recruitment & Hiring => Termination => Employee Termination. Click on the  icon (at the top-right) if you do not see this menu at the top of the page.



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My Regular Tasks

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- Employee Demographic Details Report
- Employee Contract Details Report

Organization Unit and Reporting Structure

Search: Organization

Sort By: Organization Unit ID

Organization & Job Classification

- Recruitment & Hiring
 - Recruitment
 - Background Check
 - Contracting & Hiring
 - Transfer & Promotion
 - Termination
 - Contract Termination
 - Employee Termination
 - Cancel Termination
 - End of Service Settlement Request
 - Redundancy
 - HR Action
 - Onboarding
 - Reference Letters & Certificates
 - End of Employment Planning
 - Philippines
- Leave Management
- Time & Attendance
- Compensation & Payroll
- Labor Costing & Billing
- Third Party Payables
- Budget Planning and Control
- Benefit Planning & Enrollment
- Savings/Investments & Loans
- Commission Management
- Health & Safety & Risk Management

Reporting Type: Select

Organization Unit ID	Organization Unit Name	Cost Center	Unit Report To	Reporting Type
MOHHS-2	MOHHS-2			
1	Cabinet			
1.2	Cabinet Administration	1015/1001		
1.3	Cabinet Office Of The Presid	1001		
2	Chief Secretary Office			
2	Chief Secretary Office			
2.1	Chief Secretary Administratic	1110	Chief Secretary Office	Administrative
2.2	Chief Secretary Office-Ebeye	1111	Chief Secretary Office	Administrative
2.3	Chief Secretary Compact II	1112	Chief Secretary Administration	Administrative
2.4	EPPSO	1130	Chief Secretary Administration	Administrative
2.5	OEPPC	1150	Chief Secretary Administration	Administrative
2.6	Chief Secretary Disaster Mar	1170	Chief Secretary Administration	Administrative
2.9	WEATHER		Chief Secretary Administration	Administrative

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Creating an Employee Termination

Once you are at the employee termination page, you may begin creating an employee termination by clicking on the **New** “New” button at the bottom of the window. Doing so will take you to a new page where you may begin entering information.

The screenshot shows a web application interface for creating an employee termination. The main window is titled "Employee Termination" and has a "Mandatory" label in the top right corner. The interface is divided into several sections:

- Employee Information:** Fields for Employee ID, Employee Name (with a magnifying glass search icon), Contract ID, Position Id, Job Title, Organization Unit ID, Employee Group, Job Assignment Type, and Shift.
- Termination Information:**
 - Termination Request Date:** A date picker field.
 - Eligible for Rehire:** Radio buttons for Yes and No.
 - Termination Type:** A dropdown menu.
 - Reference Document Number:** A text field.
 - Approved By:** A text field with a magnifying glass search icon.
 - Rejected By:** A text field with a magnifying glass search icon.
 - Rejection Notes:** A large text area.
 - Requested By:** A dropdown menu.
 - Vacation Payout:** Radio buttons for Yes and No.
 - Termination Reason:** A dropdown menu.
 - Reference Document File:** A text field.
 - Approval Date:** A date picker field.
 - Date Rejected:** A date picker field.
 - Inactivate Payroll:** A dropdown menu with "Yes" selected.
 - Category:** Radio buttons for Voluntary, Involuntary, and Retirement. The "Voluntary" option is selected.
 - Visa Cancellation:** A checked checkbox.
 - Resignation Date:** A date picker field.
 - Actual Termination Date:** A date picker field with an information icon.
 - Last Date of Work:** A date picker field.
 - Rejection Reason:** A dropdown menu.
 - Termination Status:** A dropdown menu.
- Support Documents:** A section with an "Add New" button and a message "No Record Found."

Employee Name

The first thing to do in filling out the boxes is to input the employee name. You can do this by clicking on the  magnifying glass button in this section and choosing the employee whose contract you wish to terminate in the popup window. After selecting the employee, allow some time for the page to reload on its own with the employee's details.

Termination Request Date

Often, this will be the same day that you are creating this termination request. If you spend multiple days creating your request, choose the date that you began working on the request.

Requested By

Click on the dropdown box and select the option that best suits your position.

Category

Choose one of the three options that best fits the termination reason that you will choose. For example: resignations are voluntary, offenses are involuntary, and only the “Retirement” termination reason matches with the “Retirement” choice in this section.

To determine whether a reason is voluntary or involuntary, you may think to yourself whether the employee of this termination request has an input in whether or not to put in the termination request.

Eligible for Rehire

Selecting “Yes” or “No” allows for you, the requester, to give your feedback for when the Public Service Commission analyzes the details of this request and decides the exact details for whether the employee is eligible for rehiring.

Vacation Payout

Vacation payout refers to whether the employee is eligible to be paid for their earned leave hours, as dictated by regulations.

Visa Cancellation

Checking this box will mean that the employee’s visa is suggested, by you, to be cancelled. Leave the box blank if you feel this should not be the case.

Termination Reason

In this section, you can click on the box to reveal the dropdown menu of possible termination reasons. Select the option that best describes your reason for the termination request.

Resignation Date

Though only applicable for the termination reason “Resignation”, you can input the date if the employee is retiring or leave it blank if the termination reason is something different.

To input a date, you may either use the calendar button and select the date or input the date yourself in the box with the format MM/DD/YYYY.

Actual Termination Date

This is the section to specify the actual date the employee was terminated.

To input a date, you may either use the calendar button and select the date or input the date yourself in the box with the format MM/DD/YYYY.


Last Date of Work

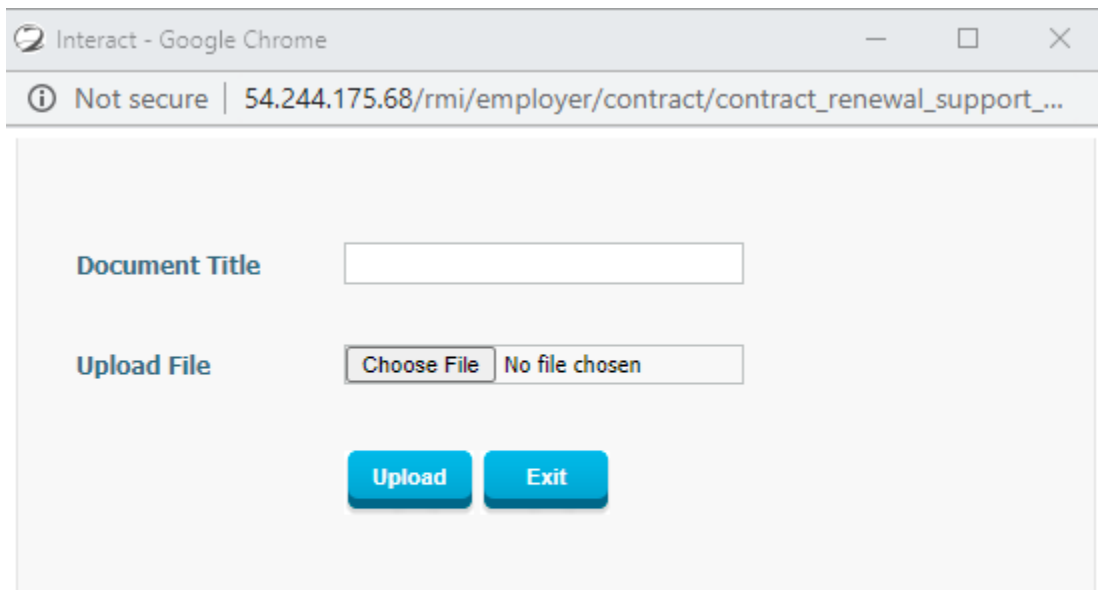
This is the date of the last day the employee was working; this will not always be the same as the actual termination date. For example, an employee may abandon their post and become later terminated by their supervisor.

To input a date, you may either use the calendar button and select the date or input the date yourself in the box with the format MM/DD/YYYY.

Support Documents

In the section, you can submit all relevant documents like the memorandum. To do so, click on the “Add New” text or the 📁 folder icon next to it. Selecting it will bring up a popup window which will allow you to select your file and name it. You may upload multiple files by repeating this process, if multiple support documents exist. After each file you intend to upload is chosen and with a title, click on the


 Upload in order to begin the upload process.




Note: You will not be able to upload the file unless you give it a name in the “Document Title” box, so make sure you do not leave it empty!

Issue: If the popup box does not show, check to see if your browser is blocking popup windows.

Submitting an Employee Termination

Once you have inputted all the information and uploaded all relevant files, you can now press  “Add” at the bottom of the page to submit the employee termination.

If successful, the page will reload and notify you that the employee termination was added successfully, at the top of the page. You may then navigate to another page, either by pressing on one of the links or simply pressing  “Exit” at the bottom of the page.