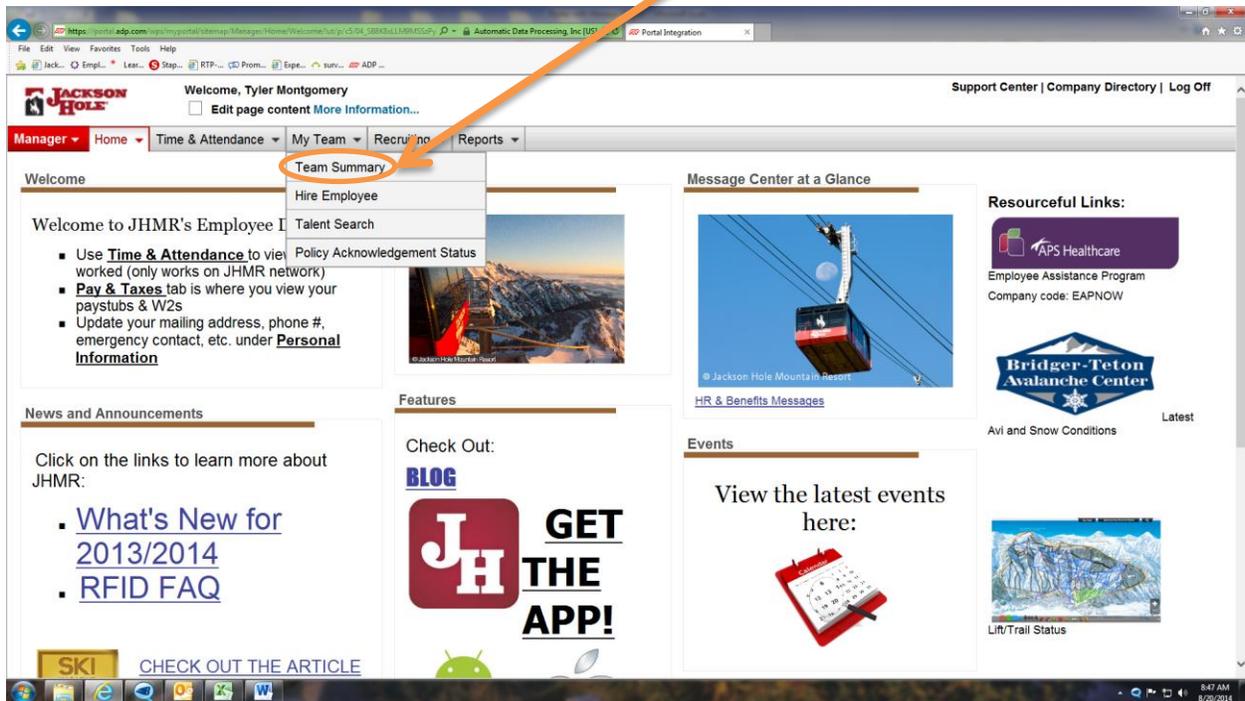


Manager Access: Terminations

Goal: After reading through this brief training you will be able to send termination requests to HR instead of filling out a paper termination form.

Step 1: Log in to ADP

Step 2: Hover your mouse over **My Team** and click on **Team Summary**



Step 3: In **Team Summary** you will see the information everyone who reports directly to you. You can click on their name in order to see more detail information.

HRB Manager Team Summary

Team Summary

Team Calendar [Help](#)

	[Redacted Name]	Job Title: Customer Care & Reservations Supervisor	Employee Status: Active - Dual Seasonal (Full-time)
		Work Phone: None	Date of Hire: 08/27/2012 YoS: 1 yr., 11 mos., 24 days
		Work Email: None	

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Click here to expand the tree of employees that are in your department.

HRB Manager Team Summary

Team Summary

T. Montgomery > [Redacted] Last Employee Viewed: [Redacted] [Team Calendar](#) [Help](#)

	[Redacted Name]	Job Title: Front Desk Agent	Employee Status: Active - Seasonal (Full-time)
		Work Phone: None	Date of Hire: 05/19/2014 YoS: 3 mos., 1 day
		Work Email: None	
	[Redacted Name]	Job Title: Reservation Sales Agent	Employee Status: Active - Seasonal (Full-time)
		Work Phone: None	Date of Hire: 07/12/2014 YoS: 1 mo., 8 days
		Work Email: None	
	[Redacted Name]	Job Title: Reservation Sales Agent	Employee Status: Active - Seasonal (Full-time)
		Work Phone: None	Date of Hire: 05/29/2014 YoS: 2 mos., 22 days

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Step Four: Click on the employee's name that you wish to take action.

Here is where you will be able to start the termination process. It's just like filling out a termination form except for now it is paperless! Once action is chosen, click **Start**.

The screenshot shows the HRB Manager Team Summary page for Tyler Montgomery. The 'Start Action' dropdown menu is open, showing options: 'Choose an Action', 'Change Status Classification', 'Terminate', and 'Change Compensation'. The 'Terminate' option is highlighted. The page also displays employee details such as Job Title (Front Desk Agent), Job Description (Front Desk), and Date of Hire (05/19/2014).

Type in the last day worked here and click **next**. Please make sure this day is accurate, as it can affect health insurance reimbursements and unemployment benefits among other things.

The screenshot shows the 'Perform Action' page. The 'Selected Action' is 'Terminate' and the 'To Take Effect' date is '08/20/2014'. The page prompts the user to 'Choose a date to perform action for' and provides navigation buttons: 'back', 'cancel', 'finish', and 'next'.

Welcome, Tyler Montgomery
 Support Center | Company Directory | Log Off

Manager Home Time & Attendance My Team Recruiting Reports

HRB Manager Team Summary

Perform Action

Terminate XXXXXXXXXX ? Help

Please choose a classification.

Employee Status as of 08/20/2014: Seasonal (Full-time)
 Terminated Status Begins: 08/21/2014
 Last Day of Employment: 08/20/2014

Classification: Choose a Classification
 Involuntary
 Other
 Voluntary

back cancel finish next

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Here you will select **Involuntary** if it is end of season. Or **Voluntary** if the employee gave their notice. Do not choose **Other**.

Welcome, Tyler Montgomery
 Support Center | Company Directory | Log Off

Manager Home Time & Attendance My Team Recruiting Reports

HRB Manager Team Summary

Perform Action

Terminated - Involuntary
 Terminated Status Begins: 08/21/2014
 Last Day of Employment: 08/20/2014

Action Reason and Note

This reason and note will apply to all changes on the confirmation screen. To make changes, please go back in the wizard.

Reason:* Choose a Reason
 Note: Discharged Misconduct - Not Elig Rehire
 End Of Season - Elig Rehire
 End Of Season - Not Elig Rehire
 End Of Temporary - Elig Rehire
 End Of Temporary - Not Elig Rehire
 Voluntary Quit - Elig Rehire
 Voluntary Quit - Not Elig Rehire

back cancel finish next

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Here you will select the reason for the termination. If the employee is **NOT eligible** for rehire please explain the reason in the **Note** section. If the employee needs to update their address you can also put that in the **Note** section or have them log into ADP self-service to update their address. Once you click **finish** the request will be sent to HR and will be processed through ADP.

Please contact someone in Human Resources if you are missing an employee in your Team Summary or if there is someone who is not supposed to be in your team summary.

Tyler Montgomery – ext. 2668

Danica Celix – ext. 2728

Nicola James – ext. 2758