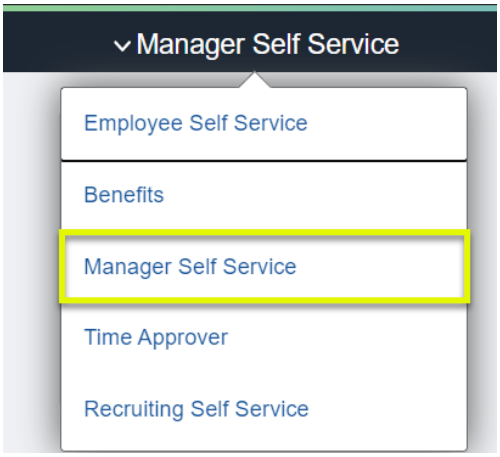
How Do I Submit a Termination Request for My Employee? (MSS Job Aid)

This job aid provides guidance on how to request termination for an employee. By submitting this request, you will begin termination procedures for the employee.

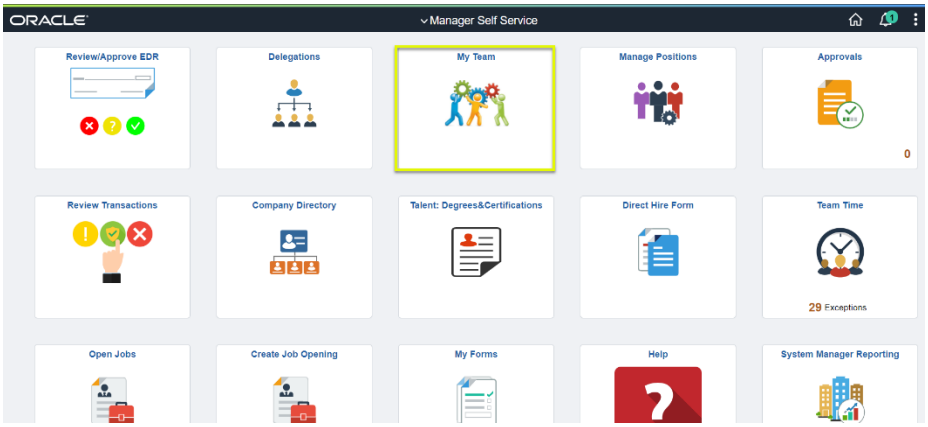
Log into **OneUSG Connect**.

1. Click on **Employee Self Service**, then click **Manager Self Service**.

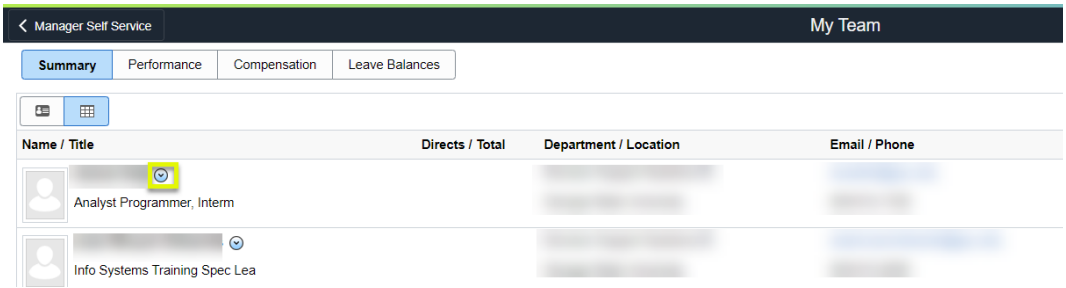


3. From **Manager Self Service**, click the **My Team** tile.

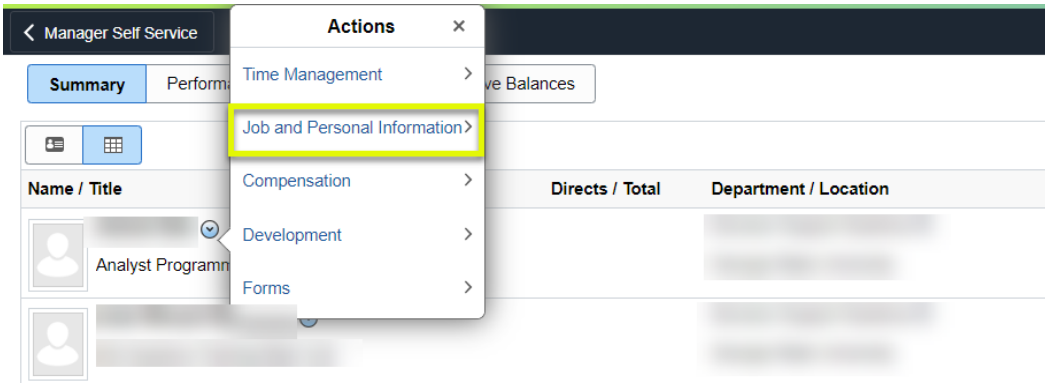
Navigation:
Employee Self Service > Manager Self Service > My Team



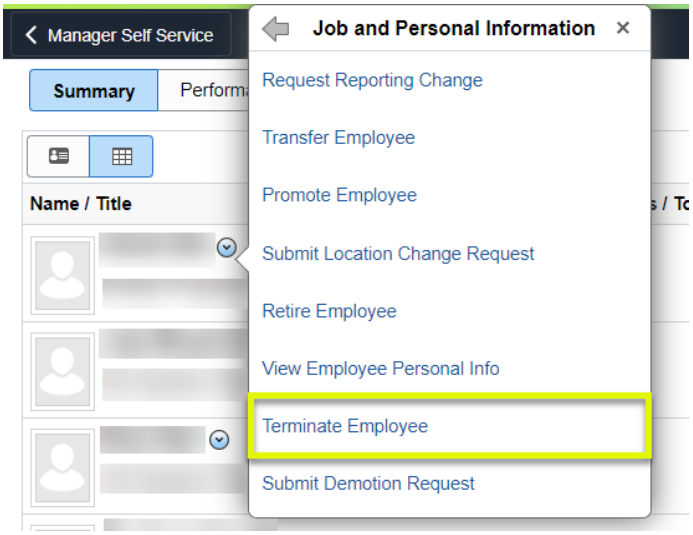
4. Locate the employee you wish to request termination for and click the green **action** button (located next to their name).



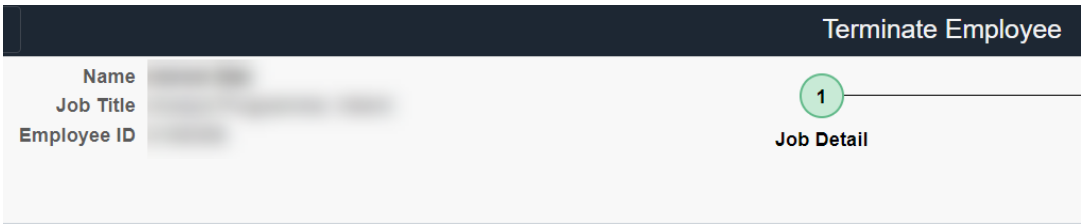
5. Click **Job and Personal Information**.



6. Click **Terminate Employee**.

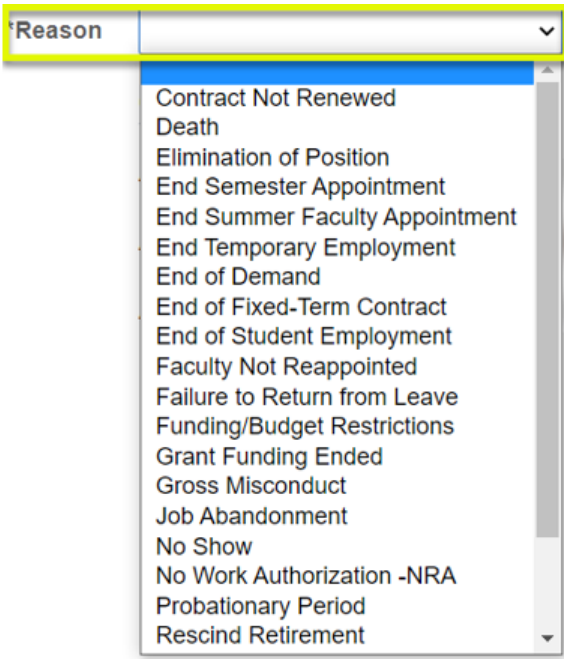


7. On the **Submit Termination Request** page, verify the employee you wish to request termination for is listed.



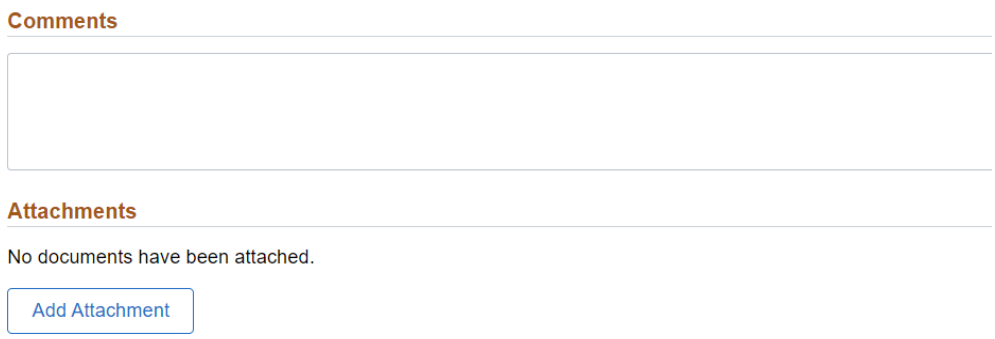
8. Select or enter the requested **Termination Date**. The Termination Date is the first day the employee is no longer employed at the institution.
Note: The termination Effective Date is the first day that the employee is **no longer employed** at the institution.

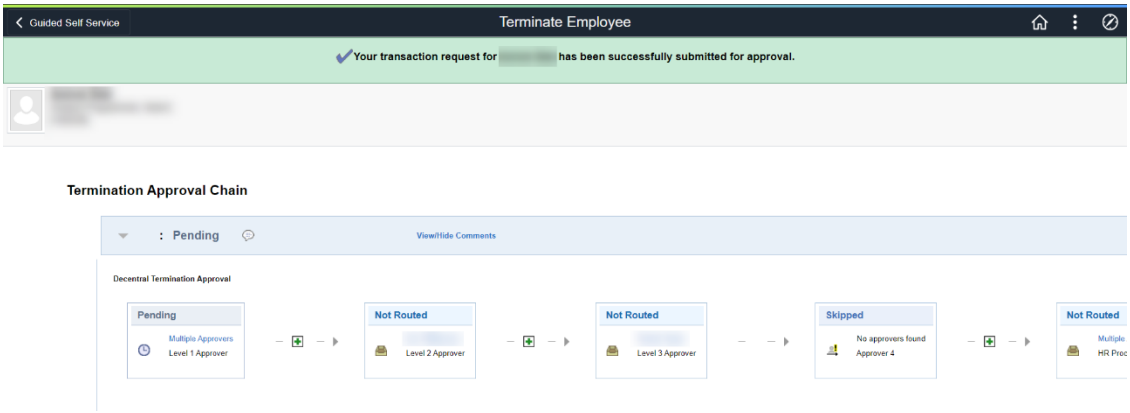
9. Use the **Reason** dropdown to indicate the type of termination this is for the employee.



10. Click **Next** in the upper right corner.

11. Enter **Comments and Attachments** supporting your termination request, if necessary.



12. Click **Submit**.

13. On the **confirmation** page, you will see your pending request as well as the next approver in the chain.