

Good afternoon, DePaul Manager

Me My Team My Client Groups Procurement My Enterprise Tools Reports Configuration Others

QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Document Records

APPS

Manager - Terminate Employee Assignment and Work Relationship

Personal Information	Learning	Benefits	Time and Absences	Career and Performance
Roles and Delegations	Expenses	Campus Address	Current Staff Jobs	Web Clock
			DPU Alert	HealthEquity-WageWorks Transit/FSA/HSA



1/23 Click 'My Team.'

DePaul Manager

- Me, My Team, My Client Groups, Procurement, My Enterprise, Tools, Reports, Configuration, Others

QUICK ACTIONS

- Personal Details, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, Change Photo, Document Records

APPS

Grid of application tiles: Directory, Journeys, Pay, Time and Absences, Career and Performance, Personal Information, Learning, Benefits, Current Staff Jobs, Web Clock, Roles and Delegations, Expenses, Campus Address, DPU Alert, HealthEquity-WageWorks Transit/FSA/HSA



Good afternoon, DePaul Manager

2/23

Click 'Terminate Employment.'

Back

Procurement My Enterprise Tools Reports Configuration Others

- Terminate Employment
- Team Time Cards
- Document Records
- Change Manager
- Seniority Dates

APPS

My Team	Journeys	Hiring	Goals and Performance	View Transferred Performance
Learning	New Person	Workforce Compensation	Team Goals Center	+

Show More

Things to Finish



< Terminate Employment

Search by Name, Business Title, Work Email, or Person Number

Reports **Direct reports** X Assignment Status Manager Type Show primary **Back** **Next** (1)

3/23 X

In the field below, you will see all employees who report to you directly. In the case of employees with more than one role, they will be listed multiple times.

Click 'Next' to continue.

Sort By Relevance v [Grid Icon]

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
DePaul Employee 1.	Student Service Participant	1234567	E1234567	Active - Payroll Eligible	Employee	DEmp1@depaul.edu
DePaul Employee 1.	Graduate Assistant - Biology	1234567	E1234567-5	Active - Payroll Eligible	Employee	DEmp1@depaul.edu
DePaul Employee 2.	Student Assistant	7654321	E7654321	Active - Payroll Eligible	Employee	DEmp2@depaul.edu



Terminate Employment

Search by Name, Business Title, Work Email, or Person Number

Reports **Direct reports** X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

- Direct reports
- All reports
- Others and delegated

4/23 X

For HCM Department Managers, you can close out the Direct Reports filter to show all reports in your area. You can also modify the filter to the desired option. Click **'Next'** to continue.

Back **Next**

Sort By Relevance [v] [grid icon]

Assignment Number	Assignment Status	Worker Type	Work Email
E1234567	Active - Payroll Eligible	Employee	DEmp1@depaul.edu
E1234567-5	Active - Payroll Eligible	Employee	DEmp1@depaul.edu
E7654321	Active - Payroll Eligible	Employee	DEmp2@depaul.edu



< Terminate Employment

Search by Name, Business Title, Work Email, or Person Number

Reports **Direct reports** X Assignment Status Manager Type Show primary assignment only Worker Type Filters Clear (1)

5/23 X

Locate the employee and assignment you want to terminate, then click the employee's name.

Back

Sort By Relevance v

Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
DePaul Employee 1 Student Service Participant	1234567	E1234567	Active - Payroll Eligible	Employee	DEmp1@depaul.edu
DePaul Employee 1 Graduate Assistant - Biology	1234567	E1234567-5	Active - Payroll Eligible	Employee	DEmp1@depaul.edu
DePaul Employee 2 Student Assistant	7654321	E7654321	Active - Payroll Eligible	Employee	DEmp2@depaul.edu



Terminate Employment



Info to include

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Comments and attachments

Add additional comments and attachments for approver.

6/23

To begin, click here if you would like to add comments and/or attachments.

This is optional, so if you have no comments or attachments, click **Next** to continue.

Back **Next**

1 | 3



Cancel Continue Submit

Info to include

When and why

Work relationship termination info

Terminate Employment



Info to include

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Comments and attachments

Add additional comments and attachments for approver.

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7/23 ×
Click **'Continue.'**
Back

Cancel **Continue** Submit

Info to include

When and why

Work relationship termination info


Comments and attachments

Termination 8/23

In this field, you will enter the date the employee notified you of their termination.

Back

Participant, E1234567, Student Service Participant,

Termination Notification Date 

Required

Termination Date

2 | 4



Cancel Continue Submit

- Info to include
- When and why
- Work relationship termination info
- Comments and attachments

Terminate Employment



When and why

DePaul Employee 1, Student Service Participant, E
01234567

9/23

In this field, enter the employee's last day of work.

NOTE: You should not submit a termination request that is more than 3 months prior to the actual termination date.

Back

Information

The employee can see their termination details when the termination

Termination Notification Date
3/9/2026

Termination Date
3/9/2026

What are you terminating?

- Work relationship
- Assignment

DePaul University

> Student Service Participant

> Graduate Assistant - Biology

Cancel Continue Submit

2 | 4



Info to include

When and why

Work relationship termination info

Comments and attachments

10/23

If the employee has more than one assignment at DePaul, you will be given the option to terminate either the specific assignment or the entire work relationship.

If the employee has only one assignment, you will only be able to terminate the whole work relationship. For this portion of the walkthrough, select 'Assignment.'

Back Next

Student Service Participant, E1234567, Student Service Participant,



Termination Date 3/30/2026



What are you terminating?

Work relationship Assignment

DePaul University

Student Service Participant

Location
Lincoln Park Campus

Department
Biology

Job
Student Service Participant

Business Unit
DePaul University

Position
Student Service Participant

Assignment Status
Active - Payroll Eligible

Cancel Continue Submit

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Info to include

When and why

Assignment termination info

Comments and attachments



When and why

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Termination Notification Date
3/9/2026

Termination Date
3/30/2026

What are you terminating?

- Work relationship
- Assignment

DePaul University

Student Service Participant

Location
Lincoln Park Campus

Department
Biology

Job
Student Service Participant

Business Unit
DePaul University

Position

Assignment Status
Active - Payroll Eligible

St 11/23

For terminating an assignment, you will select 'End Assignment.'

Back

Manager Name
DePaul Manager

Termination Action
End Assignment

Termination Reason

Required

Cancel

Continue

Submit

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Info to include

When and why

Assignment termination info

Comments and attachments



When and why

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Termination Notification Date
3/9/2026

Termination Date
3/30/2026

What are you terminating?

- Work relationship
- Assignment

DePaul University

Student Service Participant

Location
Lincoln Park Campus

Job
Student Service Participant

Position
Student Service Participant

Assignment Number
E1234567

Department
Biology

Business Unit
DePaul University

Assignment Status
Active - Payroll Eligible

Manager
DePaul University

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Select the **termination reason**.

Back

Termination Action
End Assignment

Termination Reason

Required

Cancel Continue Submit

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Info to include

When and why

Assignment termination info

Comments and attachments



When and why

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Termination Notification Date
3/9/2026



Termination Date
3/30/2026



What are you terminating?

Work relationship Assignment

DePaul University

Student Service Participant

Location
Lincoln Park Campus

Job
Student Service Participant

Position
Student Service Participant

Assignment Number
E1234567

Department
Biology

Business Unit
DePaul University

Assignment Status
Active - Payroll Eligible

Manager Name
DePaul Manager

Termination Action
End Assignment

Termination Reason
Resignation

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Click **'Continue.'**

Back

Cancel

Continue

Submit

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Info to include

When and why

Assignment termination info

Comments and attachments

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Please note that if you try to terminate the primary role for the employee, you will receive an error message to reach out to HRCentral@depaul.edu to change the role to a secondary assignment.

Once the assignment has been made secondary by HR Central, you will be able to restart the termination process. We will now show the process for terminating a work relationship. Click 'Next' to proceed.

Back Next

Terminate Employment

DE When and why

DePaul Employee 1, S
01234567

Student Service Participant,

Errors X

Contact HR Central at hrcentral@depaul.edu to change primary assignment.

Termination Notification Date
3/9/2026

Termination Date
3/30/2026

What are you terminating?

Work relationship Assignment

DePaul University

Student Service Participant

Location	Department
Lincoln Park Campus	Biology

Cancel Continue Submit

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Info to include

When and why

Assignment termination info

Comments and attachments

Terminate Employment



When and why

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

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Now, we'll look at terminating the entire work relationship.
For this portion of the walkthrough, select 'Work relationship.'

Termination Type: Work relationship Assignment

Termination Date: 3/31/2026

What are you terminating?
 Work relationship Assignment

DePaul University

- > Student Service Participant
- > Graduate Assistant - Biology

Cancel Continue Submit

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Info to include

When and why

Work relationship termination info

Comments and attachments

Terminate Employment



When and why

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Information

The employee can see their termination details when the termination type is voluntary.

Termination Notification Date
3/9/2026



Termination Date
3/31/2026



What are you terminating?

Work relationship Assignment

DePaul

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Select the most appropriate **termination action**. Voluntary will be the most frequently used choice by line managers and HCM Dept. managers.

Back

Termination Action
Retirement

Termination Reason

Required

Cancel

Continue

Submit

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Info to include

When and why

Work relationship termination info

Comments and attachments

Terminate Employment



When and why

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Information

The employee can see their termination details when the termination type is voluntary.

Termination Notification Date
3/9/2026



Termination Date
3/31/2026



What are you terminating?

Work relationship Assignment

DePaul University

> Student Service Participant

> Graduate Assistant - Biology

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Select the **termination reason**.

Back

Termination Action
Voluntary

Termination Reason

Required

Cancel

Continue

Submit

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Info to include

When and why

Work relationship termination info

Comments and attachments

Terminate Employment



When and why

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Information

The employee can see their termination details when the termination type is voluntary.

Termination Notification Date
3/9/2026



Termination Date
3/31/2026



What are you terminating?

Work relationship Assignment

DePaul University

> Student Service Participant

> Graduate Assistant - Biology

Termination Action
Voluntary

Termination Reason
Resignation

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Click 'Continue.'

Back

Cancel

Continue

Submit

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Info to include

When and why

Work relationship termination info

Comments and attachments

Terminate Employment



Work relationship termination info

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

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Confirm the name and position are correct. Click '**Continue**' to proceed.

NOTE: If there are errors, you will not be able to go back to make changes. You must click '**Cancel**' and start over.

Back

Cancel **Continue** Submit

Info to include

When and why

Work relationship termination info

Comments and attachments

Terminate Employment



Comments
DePaul Employee 1, S
01234567

20/23 ✕

Enter any desired comments. If you have no comments to add, click 'Next' to continue.

Back Next

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

Add URL

Cancel Submit

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Info to include

When and why

Work relationship termination info

Comments and attachments



Terminate Employment



Comments and attachments

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

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Click **'Save Comment'** if you have added a comment.
If you have not added a comment, click **'Next'** to proceed.

Back Next

Save Comment

Drag and Drop
Select or drop files here.

URL

Add URL

Cancel Submit

- Info to include
- When and why
- Work relationship termination info
- Comments and attachments



Terminate Employment



Comments and attachments

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Comments

22/23 ×

Upload an attachment by clicking in the box below or dragging a file into the box below. You can also add a URL if you'd like.

If you have no files or URL to add, click **'Next'** to proceed.

Back **Next**

Save Comment

Drag and Drop
Select or drop files here.

URL

Cancel

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Info to include

When and why

Work relationship termination info

Comments and attachments

Terminate Employment



Comments and attachments

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Comments

Save Comment

Drag and Drop
Select or drop files here.

URL

Add URL

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Click '**Submit**' to submit this termination request to HR for approval.

Back

Cancel **Submit**

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Info to include

When and why

Relationship termination info

Comments and attachments

Terminate Employment



Comments and attachments

DePaul Employee 1, Student Service Participant, E1234567, Student Service Participant, 01234567

Comments

Save Comment

Drag and Drop

Select or drop files here.

URL

Add URL

Cancel

Submit

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Info to include

When and why

Work relationship termination info

Comments and attachments



You have completed this task.