

Termination

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INTRODUCTION

As of the current version, only managers have the access to perform the termination actions below. However, in the future, managers will be able to perform termination actions for "End of Contract" and "Resignation". The full list of termination actions that can be performed by the manager will be confirmed at a later stage.

When an employee requests to leave the company or the manager decides to terminate an employee, this procedure is required in order to successfully terminate the employee in the tool.

The termination procedure begins when it is confirmed an employee will leave the company with a termination reason, and an effective date.

TERMINATION

RATING PROCEDURE FOR SITE HR

[CLICK HERE TO ACCESS THE OPERATING PROCEDURE](#)

RATING PROCEDURE FOR PAYROLL

[CLICK HERE TO ACCESS THE OPERATING PROCEDURE](#)

TERMINATION MODIFICATION

RATING PROCEDURE FOR SITE HR

[CLICK HERE TO ACCESS THE OPERATING PROCEDURE](#)

TERMINATION (Cancel or Change a Termination Action which was approved)

RATING PROCEDURE FOR PAYROLL

[CLICK HERE TO ACCESS THE OPERATING PROCEDURE](#)

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