MANAGER SELF-SERVICE
TERMINATIONS

Logging In
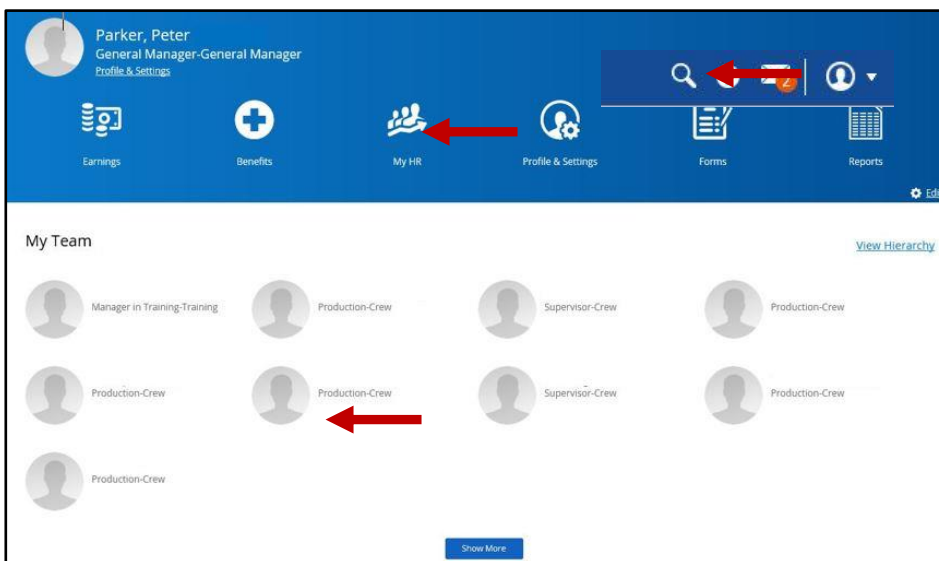
Go to Dayforcehcm.com and log in with the same username and password you used for Employee Self-Service.

Selecting the Employee

There are options for viewing an employee's file. Select the option that works the best for you. *These options are marked and will be highlighted below.*

- **Option 1**: Click on the **search** function in the upper right corner and enter the name or employee number.
- **Option 2:** Click the **My HR** icon **OR**
- **Option 3:** Click on the employee icon under My Team

Click on **Forms** to select **Termination,** and then **Terminate an Employee.**

Complete the areas marked with a red asterisk (Termination Date, Status and Reason) and click **Submit.** *Note: It is important to select the accurate reason for the termination.*