

# MANAGER SELF-SERVICE TERMINATIONS



## Logging In

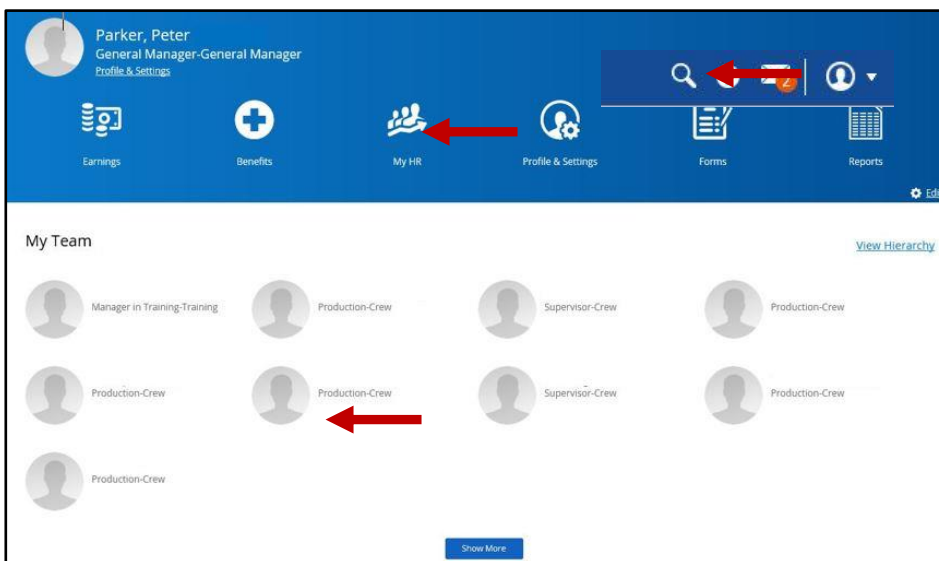
Go to Dayforcehcm.com and log in with the same username and password you used for Employee Self-Service.

The image shows a login form for Dayforce HCM. At the top, it says "DAYFORCE | HCM". Below that are three input fields: "Company" with "MCW" entered, "User Name" with "107372" entered, and "Password" with "\*\*\*\*\*" entered. There is a "Login" button and a link that says "Can't access your account?"

## 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



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Employee profile card for Carmen, Diego 323637. The card shows the employee's name, ID number (323637), and manager (Parker, Peter 325129). It also lists the employee's position as Production-Crew and 324-Crew. Below the profile information, there are two buttons: 'View Profile' and 'View Hierarchy'. A red arrow points to the 'View Hierarchy' button. At the bottom of the card, there are two tabs: 'Profile' and 'Pay'.

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

My HR menu with a dropdown for 'Forms'. The dropdown menu is open, showing options: 'Job & Pay Change', 'Leave Management', and 'Termination'. A red arrow points to the 'Forms' button in the menu, and another red arrow points to the 'Termination' folder. A third red arrow points to the 'Terminate an Employee' option within the 'Termination' folder.

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.*

'Terminate an Employee' form for Carmen, Diego 323637. The form displays the employee's name, ID number (323637), and employment status (Active). The 'Termination Details' section includes fields for 'Termination Date \*', 'Status \*', and 'Reason \*', all marked with a red asterisk. Below these are 'Eligible for rehire' and 'Last Pay Date' fields. A 'Supporting Documents' section allows for attaching files. A 'Comment' section has a checkbox for adding comments. A dropdown menu for 'Reason' is open, showing a list of reasons such as 'Attendance', 'Background Check/Work Authorization', 'Death', 'Did Not Return from LOA', 'Dismissed', 'Duplicate EE', 'End Temporary Employment', 'Insubordination', 'Layoff/Staff Reduction', 'Misconduct', 'Never Worked', 'No Call/No Show', 'Quit without notice', 'Resigned-HR Clean-up', 'Resigned-Personal Reasons', 'Resigned-Voluntary Term', 'Retirement', 'Transportation Problems', 'Unsatisfactory Performance', and 'Violation of Rules'. At the bottom, there are buttons for 'Save Draft', 'Submit', 'Cancel', and 'Print'. A red arrow points to the 'Submit' button.