


WMU Manager Self Service – FAST PASS

TERMINATE AN EMPLOYEE



TERMINATE AN EMPLOYEE	
1.	Access the PeopleSoft Manager Self Service page
2.	Click on the Update Team Information tile
3.	Select the 'Terminate Employee' option at left menu
4.	Click on the employee/correct employee job
5.	Enter the effective date of termination
6.	Select the appropriate reason for termination
7.	Click the 'Next' button in the upper right hand corner
8.	Enter appropriate comments
9.	Click the 'Submit' button in the upper right hand corner
10.	Verify the message at the top indicates the request was successfully submitted
11.	To exit, click on the  icon & select 'Sign Out'