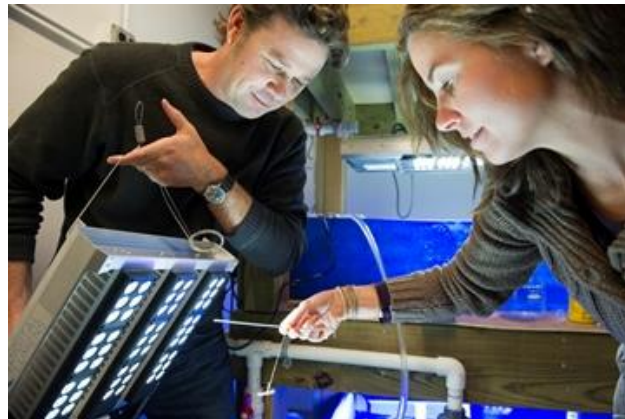


ELECTRONIC TERMINATION FORM



HRNAVIGATOR
DISCOVER THE POSSIBILITIES

TERMINATION FORM GUIDED WALKTHROUGH

1. Initiating a Termination form
 - Slides 3-10
 2. Approving a Termination form
 - Slides 11-14
 3. Checking the status of a Termination form
 - Slides 15-17
- If you have any questions, please reach out to your HR Operations contact directly or call the HRM Customer Service Center at 617-373-2230

Access the TNS Hire form on myNortheastern

1. Log into your myNortheastern account
2. Click on the Services & Links tab
3. Under HRM Benefits and Services, click on Termination Form

The screenshot displays the myNortheastern website interface. At the top, a dark red navigation bar contains the myNortheastern logo, a 'Home' link, and a 'Services & Links' link which is highlighted with a black box. Below this, the 'Services & Links' page is shown. On the left, a 'Jump To...' sidebar lists various services, with 'HRM Benefits and Services' highlighted by a red box. The main content area is titled 'HRM Benefits and Services' and contains a grid of links. The 'Termination Form' link is highlighted with a red box.

HRM Benefits and Services	
Benefits Navigator	Commuter Benefit
Employee Self-Service	Extra Compensation Request Form
Fidelity	Human Resources - Benefits
I-9 Service Center	INB (Internet Native Banner)
Payroll Distribution Change Form	Temporary Non-Student Hire Form
Termination Form	TIAA
Time Tracking	Tuition Waiver Form

Section 1: Employee Information

1. Enter the NUID for the employee that is being terminated
 - First and last name will populate
2. Select the correct position number to be terminated for the employee from the drop down menu
 - This may be different than the employee's primary position
3. Employee class and current job title is populated based on the position number chosen
 - Use this information to validate the position number selected

Section 1: Employee Information					
NUID	First Name	Last Name	Position Number	Class	Current Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One ▾	<input type="text"/>	<input type="text"/>

Section 2: Termination Information

1. Enter the last day worked
2. Select the most appropriate termination action/reason from the drop down menu
3. Enter the number of unused vacation days and unused sick days (if the employee qualifies for sick time payout, you can find the sick time payout policy here: http://www.northeastern.edu/policies/pdfs/Policy_on_Paid_Time_Off.pdf)
4. Enter the index number used for the vacation and sick time payout
 - If no index is provided, HR Ops will use the index that the position is currently being charged to
5. Click the “Attachments” button to add any necessary attachments
 - **A resignation letter is required for all voluntary terminations**
 - Attachments are visible and to all approvers

Section 2: Termination Information

Last Day Worked	Termination Action/Reason	
<input type="text"/>	Select One <input type="button" value="v"/>	
Unused Vacation Days	Unused Sick Days	Index Number for Vacation and Sick Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD/REVIEW ATTACHMENTS (Confirming Termination)*:
*Include for use by HRM

Attachment List

Section 2: Termination Information, continued

6. Select yes or no for benefits eligible, less than full time

- If yes, enter in the hours worked per day that the employee typically works – cannot exceed 34 hours

7. Select yes or no for extra comp(s) being terminated

- If yes, select the position number and total goal amount for each extra comp being terminated

8. Select yes or no if there has been an HRM Consultant involved




- If yes, search by their last name and select the correct name from the drop down menu

Benefits Eligible Less than Full Time? <input type="radio"/> Yes <input checked="" type="radio"/> No							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Worked per Day (if Yes):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extra Comp(s) Being Terminated?: <input type="radio"/> Yes <input checked="" type="radio"/> No							
Position Number (if Yes)		Total Goal Amount					
<input type="text" value="Select One"/>		<input type="text"/>					
<input type="text" value="Select One"/>		<input type="text"/>					
<input type="text" value="Select One"/>		<input type="text"/>					
Has there been an HRM Consultant involved in this Termination: <input type="radio"/> Yes <input checked="" type="radio"/> No							
Search by Last Name		HRM Consultant					
<input type="text"/>		<input type="text" value="Select One"/>					

Section 3: Approval Routing Required

1. Search for approvers by last name and select them from the drop down menu
 - HRM only requires Key Contact approval for all terminations
 - Refer to your college/division guidelines for other required approvals

Section 3: Approval Routing Required Search for an Approver by Last Name and select them from the list.

Search by Last Name	First Approver
<input type="text"/>	Select One 
Search by Last Name	Second Approver
<input type="text"/>	Select One 
Search by Last Name	Key Contact Approver
<input type="text"/>	Select One 

Section 4: Who to Notify

1. This section is used to alert an individual of the Termination form submission
 - Anyone listed in this section will not be required to approve the termination form
 - Anyone listed in this section will be able to see all comments and attachments on the form
2. Search for who to notify by email by last name and select their name from the drop down menu

Section 4: Who to Notify		Search for who to notify by email by Last Name and select them from the list e.g. HRM Consultant, Interdisciplinary Dean, etc.	
Search by Last Name		First Contact	
<input type="text"/>		Select One	▼
Search by Last Name		Second Contact	
<input type="text"/>		Select One	▼

Section 5: Signatures

1. Enter any comments if necessary
 - Comments will be visible to all approvers listed
2. Click the “Initiator Signature” button to provide your electronic signature
3. Click OK to sign the form
 - This action DOES NOT submit the form

Section 5: Signatures


By signing, I agree that the contents of this form are true:

<input type="button" value="Initiator Signature"/>	Initiator First Name	Initiator Last Name	Date	Phone Number
	Stephanie	Foldvary	10/19/2017	(617) 373-7535

Comments

Submit the Form

1. Scroll to the bottom of the page, ensure that Submit is showing in the drop down menu
2. Click “Go” to submit the form, this will route the form to the first of the designated approvers
3. You will receive an email with a PDF copy of the form for your records
4. If you have made an error after submitting the form, please contact those you will be routing the form to
 - They can either make adjustments to the form or reject it

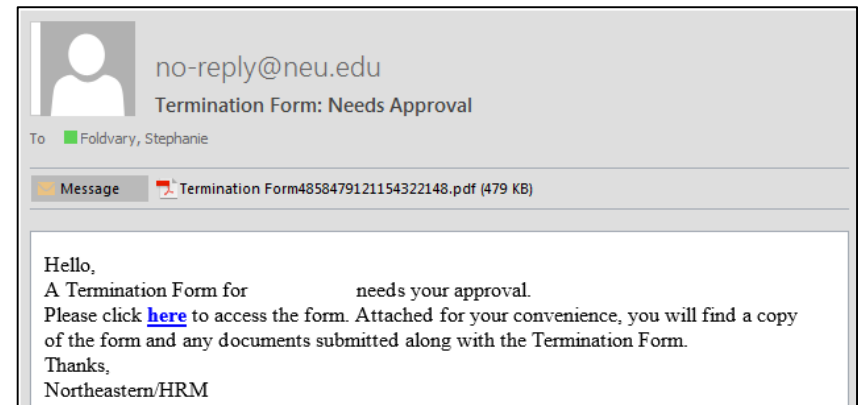
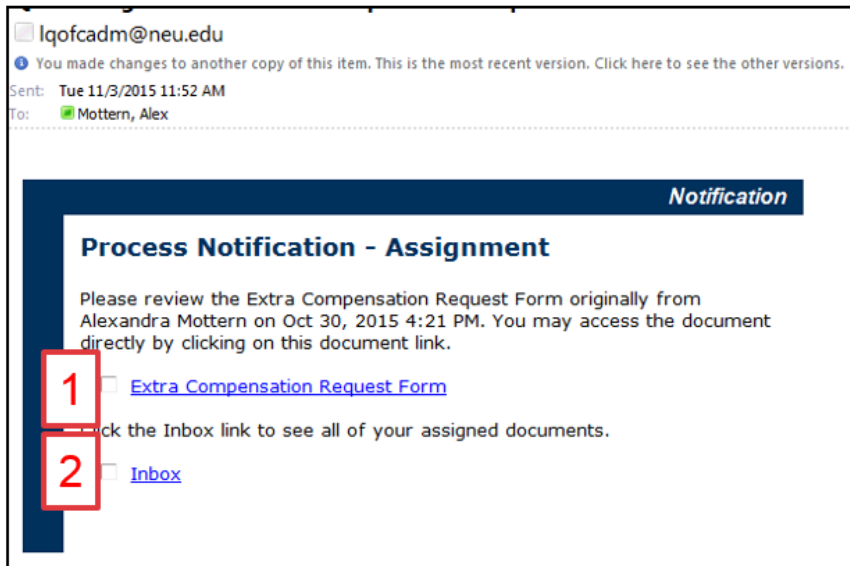


SUBMIT HERE:

Submit ▼ Go

Access the Termination Form

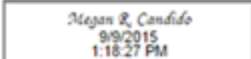
- You will receive two automated emails notifications when your approval is needed
- The first link in the Process Notification email will bring you directly to the form that is pending your approval
- The second link in the Process Notification email will bring you to your inbox.
 - Your inbox shows all forms that are currently pending your approval. You can bookmark this link as it will never change: <https://neuforms3.neu.edu/user/inbox>



Review/Approve the Termination form

1. Log in using your myNortheastern credentials
2. Review the form details to ensure that everything is correct
 - You can make revisions to the form if necessary before submitting
3. If the information is correct, scroll down to Section 5: Signatures
 - Enter any comments if necessary (they will be visible to all approvers listed)
4. Click the “Approver Signature” button to provide your electronic signature
5. Click OK to sign the form
 - **This action DOES NOT submit the form**
6. Scroll to the bottom of the page, ensure that submit is showing the in the drop down menu and click “Go”

Section 5: Signatures
By signing, I agree that the contents of this form are true:

 9/9/2015 1:18:27 PM	Initiator First Name Megan	Initiator Last Name Candido	Date 9/9/2015	Phone Number (617) 373-4313
Comments				
First Approver Signature	Approver First Name Megan	Approver Last Name Candido	Date 9/9/2015	Phone Number (617) 373-4313
Comments				

SUBMIT HERE:
Submit ▼ Go

If the form is incorrect:

- Reject the form (gets sent back to the initiator)
 1. Scroll to the bottom of the form and select reject from the “Submit Here” drop down menu and click “Go”
 2. The initiator can then make changes to the form and resubmit
 3. All approvers will need to sign the form again
- Cancel the form (deletes the form from the server)
 1. Scroll to the bottom of the form and select cancel from the “Submit Here” drop down menus and click “Go”
 2. The form will be deleted from the server
 3. The initiator will need to submit a brand new form if the previous was cancelled



The image shows a screenshot of a web form interface. At the top, the text "SUBMIT HERE:" is displayed in red. Below this text is a dropdown menu with a blue highlight on the second "Submit" option. The dropdown menu lists four options: "Submit", "Submit", "Reject", and "Cancel". To the right of the dropdown menu is a grey "Go" button. A red horizontal line is drawn across the page, passing behind the dropdown menu. In the bottom right corner of the screenshot, the "HRNAVIGATOR" logo is visible.

- The form will be processed by HR Operations within the same pay period of the termination date provided
 - This is to ensure Time Tracking has the most up to date PTO balances
- The initiator and Key Contact will receive a notification email with a PDF copy of the processed form
- If you have made an error submitting a form that should have been rejected or cancelled, please reach out to your HR Operations contact directly

Access the Termination Status Form

- The status form link is located at the top of the termination form (new and in progress)
 - Direct link: <https://neuforms3.neu.edu/lfserver/StatusTerminationForm>
 - You can only check the status of a form that you have initiated or are listed as an approver for

Northeastern University
Human Resources Management

Termination Form

INSTRUCTIONS:

1. Complete this form online and submit to route the form to the designated approvers. **Please inform approvers to check their spam folder.** If you are a Key Contact Approver, you can check status [here](#) to see the form's progress on getting approved.
2. When the last signature is obtained, the completed form will be submitted to HRM for processing.
3. For any questions filling out the form, contact the HRM Customer Service Center at 617.373.2230

Check the Status of a Termination Form

1. Log in using your myNortheastern credentials
2. Search for the form you would like to check the status of based on the Status (details on next slide), Initiator NUID, Initiator Last Name, Division, Employee NUID, or Employee Last Name
3. Select the form and click “View Detail”
4. To see where the form is pending, review the signatures section to identify whose approval is still needed based on the approvers list above

The screenshot displays the 'Termination Status Form' interface. At the top left is the 'Northeastern University Human Resources Management' logo. The title 'Termination Status Form' is in the top right. Below the logo is a search bar with a 'Search By' dropdown menu currently set to 'INITIATOR LAST NAME'. A search input field and a 'Search' button are to the right. Below the search bar is a 'Search Result' section with a table. The table has a header row with columns for 'Form ID, NUID, Last Name, First Name'. The first row of the table is highlighted in blue and contains the text 'Provide search criteria'.

Form ID	NUID	Last Name	First Name
Provide search criteria			

Form Status Definition

1. Needs Approval: Waiting on approval(s) from someone listed in the “Approvals Required” section
2. Approved: The form has been signed by all approvers listed. It is waiting to be processed by HR Operations
3. Processed: The form has been processed; no further action is required
4. Rejected: The form has been rejected
 - The status of the form will not change to “Needs Approval” once it’s been rejected. Only when it has been processed will the status update
5. Cancelled: The form was not processed and has been deleted