How to submit a termination notice

Steps:

On the HR Intranet Page, click on "HR Requests":

Next, you should see the "HR Requests" page:

Click on "Termination Notice" to open the form:

Next, complete the following fields on the form:

Example:

Formstack User Name (Your email address)	axiong@sierra-view.com
Submitter's Name	AMY XIONG
Employee's Name	JOHN SMITH
Employee #	0001234
Type	Full Time
Department	EMERGENCY ROOM-01.7010
Job Title & Code (If Contract, select "Contract Staff")	REGISTERED NURSE-2700
Term Date (Day after last working day)	Mar 04, 2017
Notice	Yes
Last Date Worked	Mar 03, 2017
Date/Time Final Check Needed	Mar 03, 2017 04:00 PM
Employee Shift (Required for deactivating access)	DAY
Reason Code	11 ACCEPT OTHER POSITION - ALL OTHERS
Items to be Returned	Keys Badge DSX Key

Once all of the above fields has been completed, click on the "Submit" button at the end of the form.

The form will be routed to HR to begin the termination process.

Please make sure to complete a termination notice as soon as the termination is known. Termination notices are completed for Employees, Agency Staff, and Contracted Staff.