

How to submit a termination notice

Steps:

On the HR Intranet Page, click on “HR Requests”:

Manager Resources	Staff Resources	HR Information
<ul style="list-style-type: none">· Action Plan Tools – Jackson Group Survey· Contingent Staff Request· Employee Separation Guidelines· Evaluation Tools· HR Requests· Kronos Reports· Initial Housewide Orientation· Onboarding Guide· Performance Management Tools· Succession Planning Tools	<ul style="list-style-type: none">· Compensation Charts – Non Exempt· Handbook· HR Forms· Job Competencies· Job Descriptions	<ul style="list-style-type: none">· FAQs· Holidays· New Hire Orientation Calendar· Pay Periods & Pay Dates

Next, you should see the “HR Requests” page:

Click on “Termination Notice” to open the form:

The screenshot shows the top navigation bar of the Sierra View Medical Center website. The logo is on the left, followed by the text "SIERRA VIEW MEDICAL CENTER Your Health Partner for Life." To the right are navigation links: "Home", "Clinical", and "Ph". Below this is a breadcrumb trail: "Employee > Approval Requests > HR Requests".

HR Requests

- Employee Change Notice - Director/Manager
 - New Hire Notice
 - Position Control - Create New Position
 - Position Control - Post Position
 - **Termination Notice**
- Click on Termination Notice to open the termination 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.