

## HR Action –Involuntary Termination

Because the termination is involuntary, legal will be notified with this request. This workflow has dual approvers, HR and payroll.

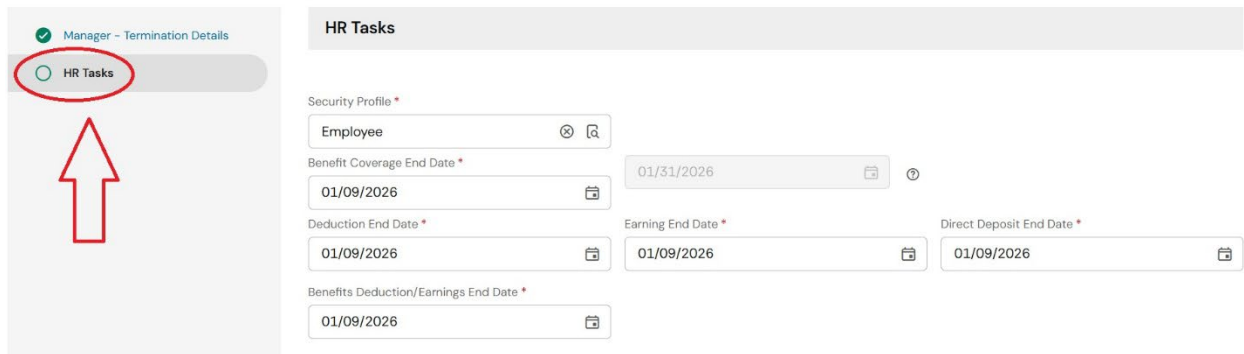
### Menu > Team > HR > HR Actions > Involuntary Termination

Make sure you are in the Available tab within HR Actions.

### Complete the Form Online

1. Click Start in the right-hand corner
2. Choose your applicant
3. Complete the requested information on the Termination Details page
  - a. Change the status to Terminated
  - b. Select Termination Reason
4. Click Submit
5. Navigate to **HR Tasks**
6. Click Submit

← Involuntary Employee Termination



**Submit HR action request?**

You are about to submit HR action request.

7. Your request has now been sent to HR