

## HR Action –Voluntary Termination

Please note that because this is a termination, this workflow has dual approvers, HR and payroll.

### Menu > Team > HR > HR Actions > Voluntary 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