

TIMELY TERMINATIONS



EMPLOYEE RESIGNS OR DECISION TO TERMINATE

Employee is leaving company
(Voluntary or Involuntary)



TERMINATION PAPERWORK

Manager must immediately send resignation or resignation confirmation email to the HR Service Center (HRSC). For involuntary separations the manager must send the final and approved Termination of Employment Form to the HRSC.



STEP
01

THE RE-ASSIGNMENT

If exiting employee has direct reports, identify to whom the direct reports will be transferred. Re-assignment of direct reports should be completed as part of the separation entry into Oracle HCM.



THE DATES

For resignations, manager needs to enter notification date and termination date (**last day employed**) into Oracle HCM as soon as they are known, but no later than the day before the employee's last day. Involuntary terminations for cause need to be entered the day that the communication occurs but no later than the last day employed.



STEP
02

STEP
03

DISABLE ACCESS

Manager needs to complete the Service Now Termination Notification (GLOBAL) to ensure systems are disabled in a timely manner. For immediate access disabling call the Enterprise Command Center (ECC) and then complete the Termination Notification form.



STEP
04

STEP
05

THE SEPARATION CHECKLISTS FOR MANAGERS

The checklist needs to be sent to the HRSC within 48 hours of the employee's last day.



If you need to make changes to a previously entered termination in Oracle HCM contact your regional HR Service Center.

HR Service Center APAC, HRservicesAPAC@intrado.com

HR Service Center EMEA, HRservicesEMEA@intrado.com

HR Service Center Philippines, HRservicesPH@intrado.com

HR Service Center North America, HRservicesNA@intrado.com