Manager Termination eForm
How to submit an eForm

Termination forms are now located in Employee Self Service. Managers submit this eform to notify HR that an employee has resigned or otherwise separated from service.

You can access Employee Self Service from Payroll Home Page on the district website. [http://www.spps.org/payroll](http://www.spps.org/payroll)

Click the link on the left menu to get to the Employee Self Service home page. This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will can access the Manager Termination eForm through the tiles on the Home Page. **Forms >Manager Forms > Manager Termination Form.**
1. Enter the employee ID of the employee to be inactivated.
2. The job information will populate for their primary job. If you are terminating a secondary job please select the correct record number. All records will appear in the prompt.
3. Enter the employee’s last day worked
4. Enter the reason for termination.
5. Click “Submit”

Termination reasons and when to choose them:
1. Death: You received notification the employee passed away.
2. Deemed to Resign: The employee has no called/no showed multiple times. Once the form is submitted HR will review this termination with you prior to the termination being processed in the system.
3. End of Intern Assignment: The employee’s intern assignment has ended.
4. End of Temporary Assignment: The employee’s temporary assignment has ended or this temporary employee has notified you of their resignation.
5. Resigned: You have received verbal or written confirmation from the employee regarding their resignation. The employee has their own resignation form they can complete. Please encourage them to complete that form. If the employee fails to submit their own resignation form please complete this termination form notifying HR of their resignation. (You will know if they complete the employee resignation form because it generates an automated email to you as the manager. If you haven’t received one that means the employee has not completed a resignation form.)