Terminations can be processed via an EHRAF or via PeopleSoft HRWEB>Special Update>Terminate Employee. Always enter the next calendar date the employee is no longer considered employed when entering the termination date.

Example: If the last day working is Friday, February 6th, then the termination date is February 7th.

Choose retirement or termination reason for: [Dropdown menu with options]

Reason:
- Absences or Tardiness
- Better Advancement Oppor
- Better Benefits
- Better Pay
- Better Work Hours
- Better Working Conditions
- Changing Careers/Professions
- Commute
- Death
- Dissatisfied w/Fellow Employee
- Dissatisfied w/Responsibility
- Dissatisfied with Supervision
- Dissatisfied with work relatio
- End Temporary Employment
- End of Contract (EUV Only)
- End of Grant
- Falsification of Records
- Family Reason
- Final Nonconfirm Evenly
- Gross Misconduct
- Health Reasons
- Heavy workload
- Instability
- Insubordination
- Job Abandonment
- Job Did Not Meet Expectations
- Lack of Development Oppor
- Legal Termination of Contract
- Medical LOA Expired
- Misappropriation of funds

Effective Date:
Involuntary termination reasons need the approval of Employee Relations. All other termination reasons can be entered without Central HR approval.

### Voluntary:
- Better Advancement Oppor
- Better Benefits
- Better Location
- Better Pay
- Better Work Hours
- Better Working Conditions
- Changing Careers/Professions
- Commute
- Death
- Dissatisfied w/Fellow Employee
- Dissatisfied w/Responsibilities
- Dissatisfied with Supervision
- Dissatisfied with Work Relation
- End Temporary Employment
- End of Contract
- End of Grant
- Family Reason
- Final Nonconfirm Everify
- Health Reasons
- Heavy Workload
- Job Did Not Meet Expectations
- Lack of Development Oppor
- Legal Termination of Contract
- Multiple Concurrent Job
- Never Worked
- Org Transfer (HR Use only)
- Never Worked
- Relocation
- Resignation
- Resignation w/o proper notice
- Rehire Retiree Re-Retiring
- Retirement
- Return to School
- Start Date Incorrect
- Transfer to TEC
- Unable to Return from Leave
- Work Permit Expired

### Involuntary:
- Absences or Tardiness
- Falsification of Records
- Inability
- Insubordination
- Job Abandonment
- Misappropriation of funds
- Misconduct
- Policy Violation
- PRN unable meet commitment
- Reduct Force-Eliminated Job
- Reduct Force-Reorganization
- Reduct Force-Grant Ended
- Reduct Force-Lack of Funding
- Resign in Lieu of Dismissal
- Unsatisfactory Performance
- Violation of Rules