



HRMIS: CREATING RESIGNATIONS & TERMINATIONS-REQUEST

Note: This is a one (1) page form. The required fields, **highlighted & numbered in sequence**, must be executed. Disregard the other fields.

Employee Termination Mandatory

Employee Termination | Termination Actions | Notification | QA Results

Employee

Employee ID: -
Position Id: -
Job Title: -
Job Assignment Type: -
Shift: -
Unit ID: -

Termination Information

Termination Request Date: [Date Picker] **2**

Eligible for Rehire: Yes No **5**

Termination Type: Select

Reference Document Number: -

Approved By: -
Rejected By: -
Rejection Notes: -

Requested By **3**

Requested By: Select (Employee, HR, Manager, Supervisor)

Vacation Payout **6**

Vacation Payout: Yes No

Termination Reason **7**

Termination Reason: Select

Reference Document File: -

Approval Date: [Date Picker]

Date Rejected: [Date Picker]

Inactivate Payroll **11**

Inactivate Payroll: Yes

Support Documents: [Add New]

Resignation Date: [Date Picker] **8**

Actual Termination Date: [Date Picker] **9**

Last Date of Work: [Date Picker] **10**

Rejection Reason: Select

Termination Status: -

Category **4**

Category: Voluntary Involuntary Retirement

Visa Cancellation

Termination Reason

Abandonment of Post
Absenteeism
Deceased
End of Contract
Illness
Insubordination
Lack of Performance
Medical
Offenses
Resignation
Retirement
Unauthorized Absence and Administration of Leave

Note:

- If "Employee is resigning, select **Voluntary**.
- If "Employee is being terminated by Ministry, select **Involuntary**.

Note:

- If "Employee is resigning, select **Employee**.
- If "Employee is being terminated by Ministry, select **HR, Manager, or Supervisor**.

Note:

- Optional: If **resignation**, set date of "Letter of Resignation".
- Input today's date. PSC will input **Effective Date** if approved.
- Last Day of Work

Note:

- Upload **MEMO** here by clicking **Add New**, and name the file with a legible title.
Example: **Memo- John Doe Resignation**

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New Add Update Approve Search Send Delete Exit