



TERMINATIONS

1. Open the Tyler Menu, then...
 - a. **Human Resources/Payroll**
 - b. **Human Resources**
 - c. **Personnel Actions**
 - d. **Actions Entry**
2. On the **Actions Entry** screen, click on **Add** in the MUNIS ribbon.
 - a. Enter Employee ID, use 3 dot help if necessary.
3. Enter **Effective Date**
4. Select **Action Code – 05 – Termination**
5. Select Reason/Auth – *Resignation, Retirement, Cause/Dismissal, etc.*
6. **Add appropriate COMMENT, Eligible for rehire – yes, no, doubtful, etc.**
7. Select Accept
8. Select **Detail** on the Tyler Ribbon
9. Select **EMPLOYEE MASTER MAIN / Accept**
10. Select **Update**
11. TAB to Status Box, select **INACTIVE**
12. Choose the **Dates** Tab
13. Input **Inactive date** (*same as effective date*) and appropriate code, Resignation, Retirement, Dismissal, etc.
14. Input **Terminated date** (*same as effective date*) and appropriate code, Resignation, Retirement, Dismissal, etc.
15. Select Accept
16. Return
17. Return
18. Return
19. Release