



## How to Terminate an Employee from Current Department

This process is used when one of your employees is being hired by a new department at Wichita

4. On the right side of the next screen, select either "Non Grant Termination" or "Grant Termination," depending on which type of position you are terminating.
  
5. Click the            button to begin the termination.
  
6. On the Action Information page, select if the termination is due to a lateral move, promotion, or voluntary step

