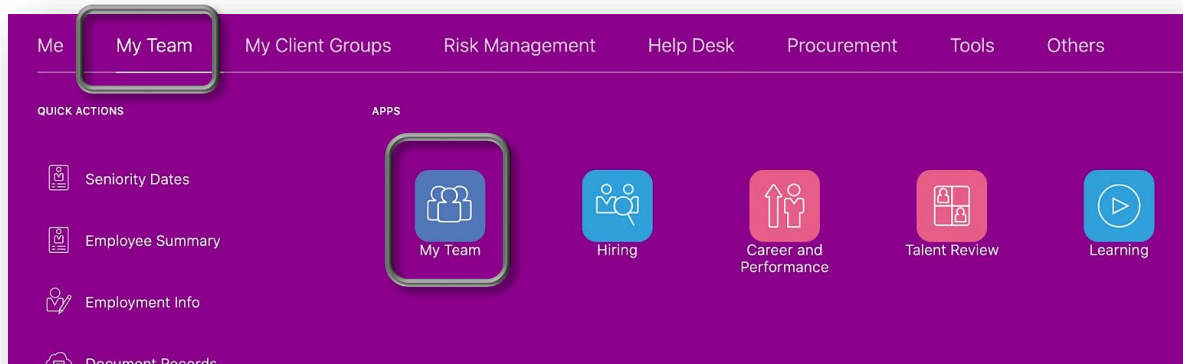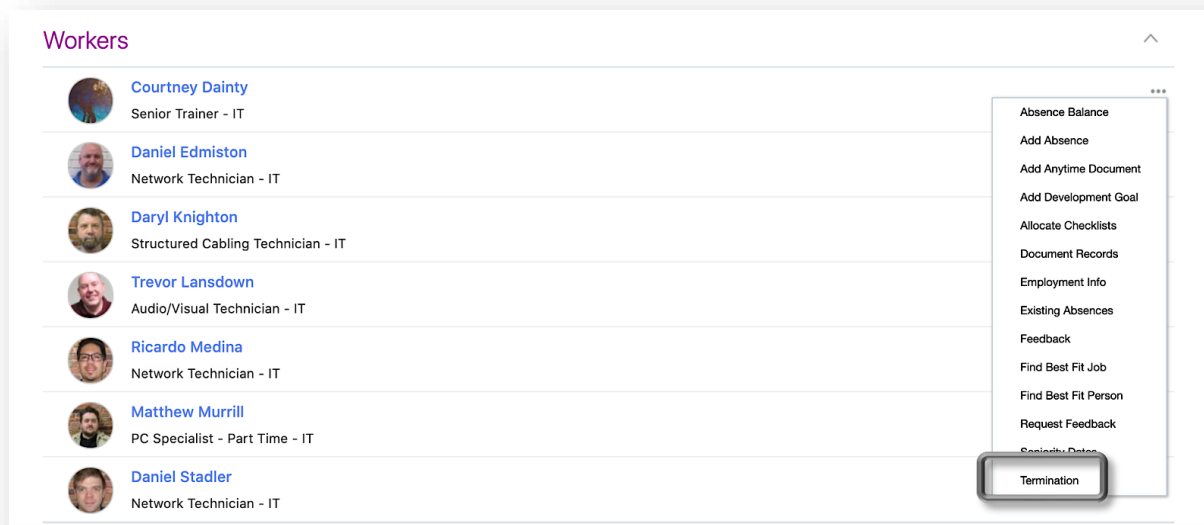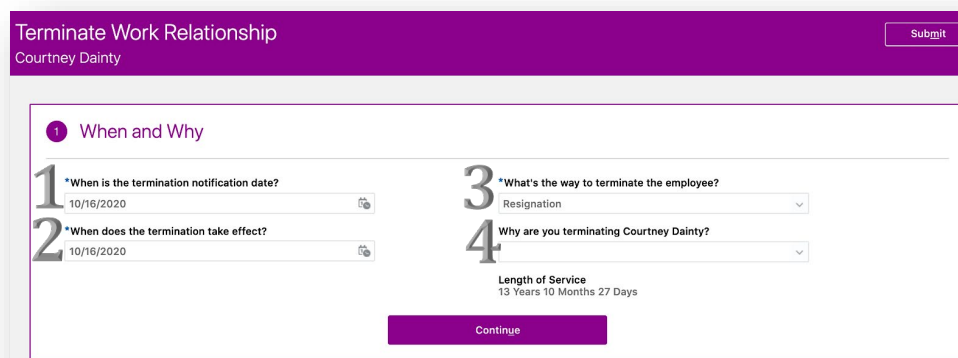# Terminating an Employee

If an employee resigns, is fired, retires, or passes away, you can now process the termination yourself. From **My Team**, select **My Team**.
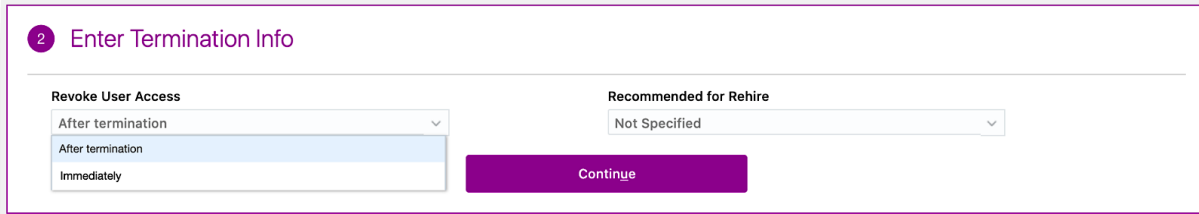

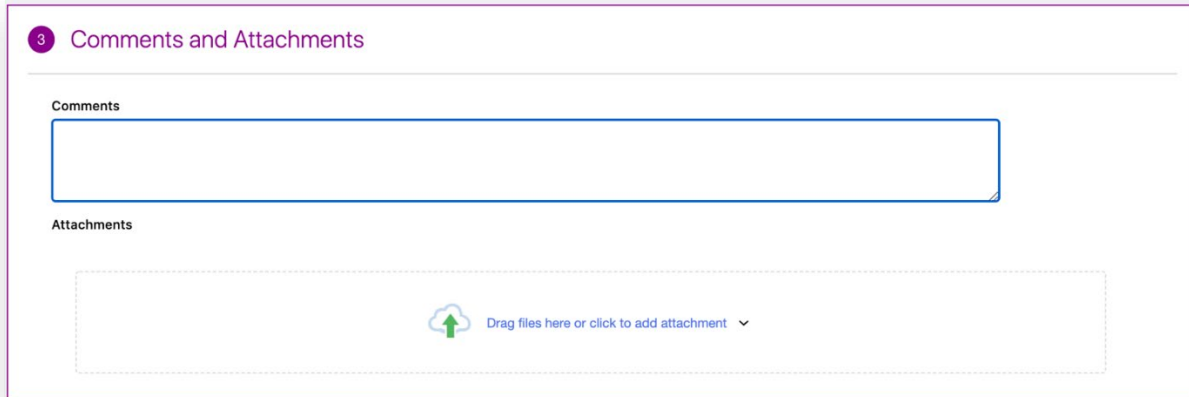Click the ••• by the employee you need to terminate and then select **Termination**.

Fill in the **When & Why** section. The **Termination Notification Date** (1 below) and **Termination Effective Date** (2 below) default to the current date but can be changed. In the field where you record "What's the best way to terminate the employee," you can select Resignation, Retirement, Termination, Death, etc based upon the reason for this separation. If you want to select a reason (4 below), you can but it isn't required. When you have entered everything you need here, click **Continue** at the bottom.

In the **Enter Termination Info** section, you can select whether to revoke their Oracle access **Immediately** or **After Termination.** Although not required, you can also select if you recommend them for rehire here. Then click **Continue**.

If you have any **Comments** or **Attachments**, you can enter them in the next section.

When you're through, hit **Submit** at the top right.

Human Resources is then notified to approve the termination.

Before HR can approve the separation, the employee's timecard needs to be **Submitted** and **Approved**.

Also note:
- Employees can submit their resignation or retirement themselves in Oracle by going to the **Me** tab, **Personal Information**, **Employment Info**, select the **Actions** drop down and click on **Resignation**.