

Manager Self Service (MSS) Job Aid

Work Event: Termination

Go to the [MSS Work Events Job Aids](#) page on Sodexo LINK for additional information about MSS

Questions? Contact the HR Service Center at 1-877-729-7396, Opt 3, Opt 4

Process Overview

1. For assistance in successfully managing a termination, use the resources on [Sodexo LINK](#) or contact the PeopleCenter at 1-855-SodexoHR (1-855-763-3964).
2. Complete the termination process in MSS using the **Change Employment Status** work event.
3. A **Change Employment Status** work event does not require one level up manager approval.
4. **Permanent Unit Closing** - Use the [Mass EAF](#) on the [Employee Data Management](#) portal to terminate employees as a result of a permanent unit closing.

Note: Work events for frontline employees are processed in MSS. Please contact the PeopleCenter at 1-855-SodexoHR or 1-855-763-3964 to process terminations for all other positions.

Hint: A frontline employee is in Class Code 6, 8, or 9 and the third position of their job code will be a 4.

MSS Procedure

1. Log on to ADP Portal with your ADP credentials: <https://online.adp.com/portal/login>

If you are a first-time user of the ADP Portal, you must first register. For instructions, visit the [Employee Self Service\(ESS\) & Manager Self Service\(MSS\)](#) page on Sodexo LINK.
2. Select **Manager** from Role Selector Tab
3. Hover over the **Organization & Staffing** tab.
4. Click **Managing Work Events**
5. Select **Change Employment Status**.
6. Select the **Employee(s) you want to work with**.
7. Click **Submit**.
8. Enter **Comments** regarding the change. Click **Next**.
9. Select **Terminate** from the drop down.
 - a. Enter **Termination Date**
 - b. Select **Reason for Termination**.
10. Click **Submit**.
11. Click **OK** on the Work Events Summary Page
12. One Level Up approval is not required. The employee's record will be updated upon submit.