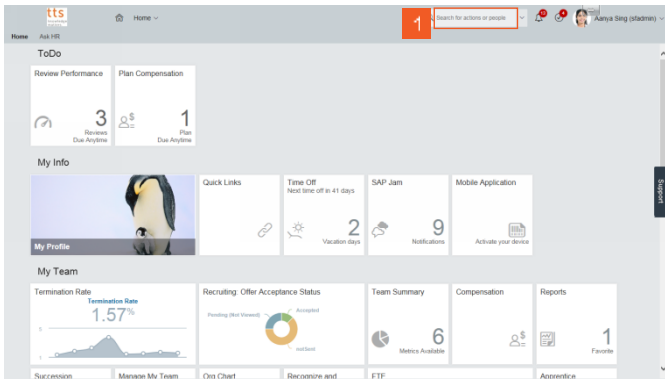
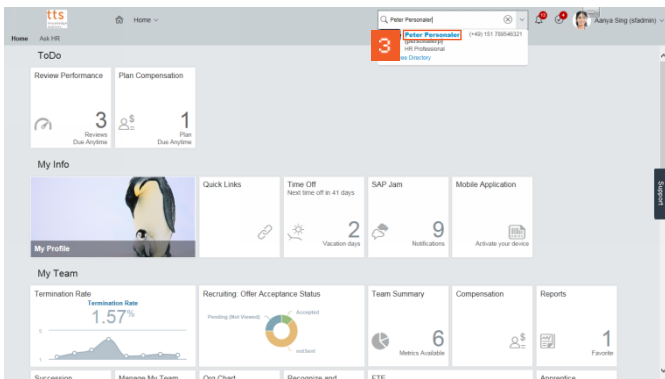


Home - Internet Explorer



>> 1

Please enter the name of the employee. In this example I enter **Peter Personaler**.

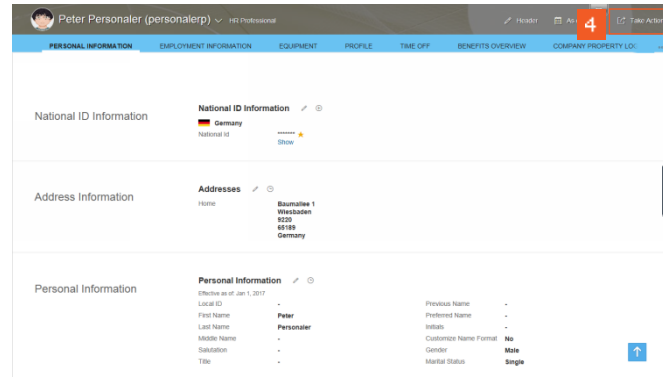


>> 2

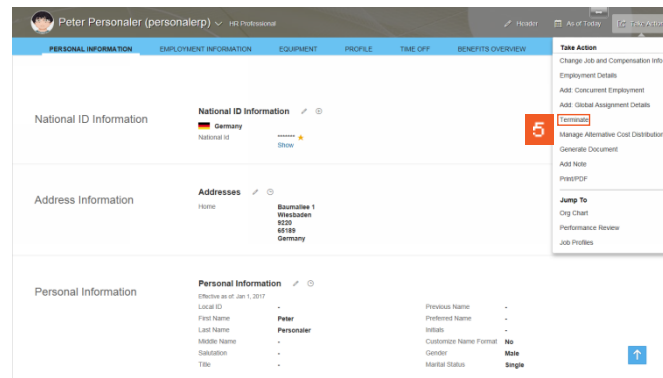
>> 3

Click the name of the employee in the drop down list. In this example I select **Peter Personaler**.

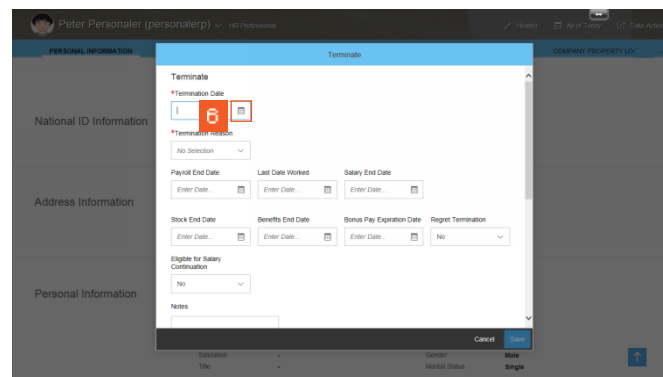
SuccessFactors: People Profile - Internet Explorer



>> 4 Click the **Take Action** button.

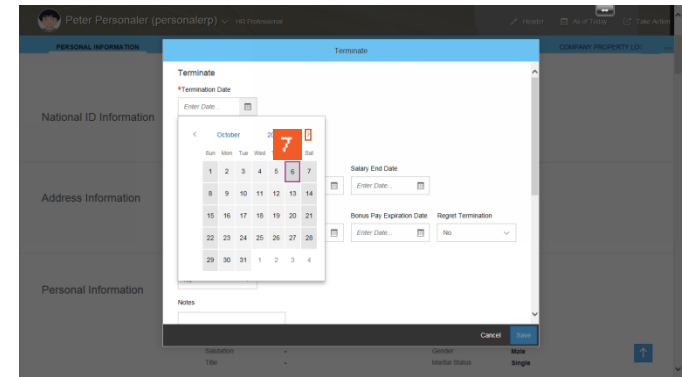


>> 5 Click **Terminate**.



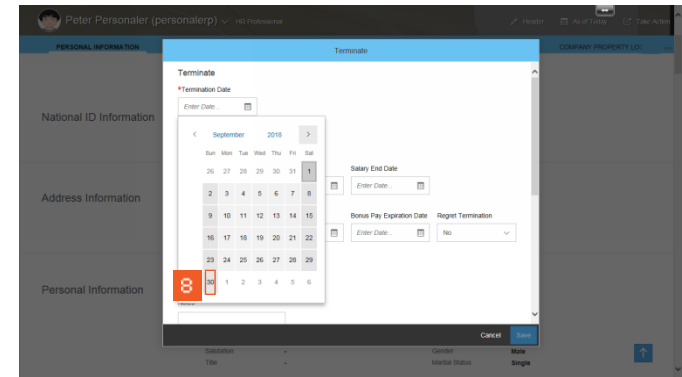
>> 6

Click the **Calendar Icon** next to the Terminate Date field.



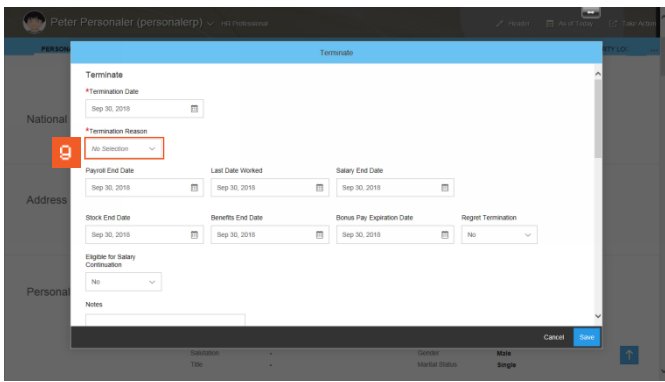
>> 7

Click the **slim-arrow-right**. In my Example I keep on clicking until I reach the September, 2018.



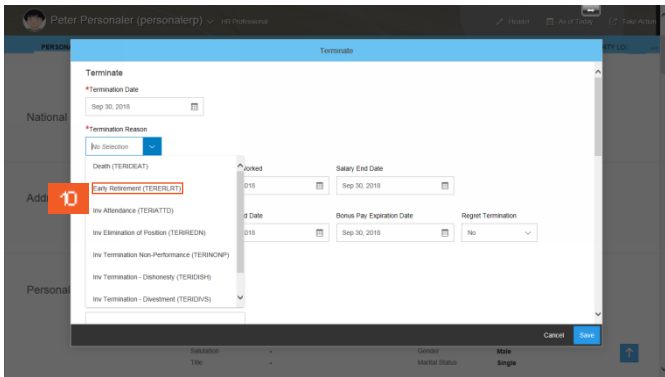
>> 8

Select the date. In my example I choose **30**.

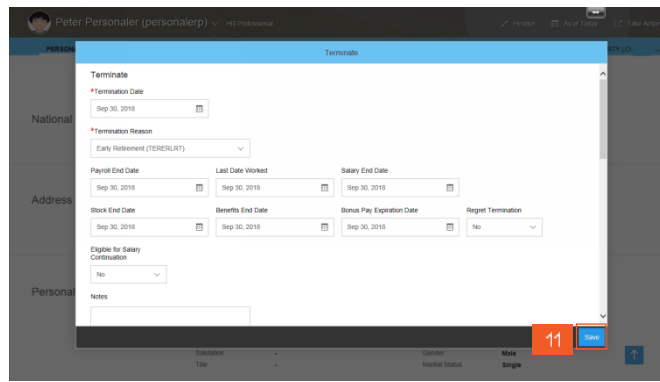


» Click the **drop downlist** to define the Termination Reason.

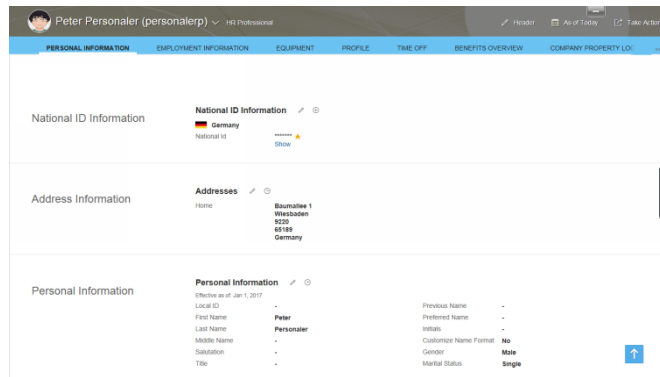
»



» Select the termination reason from the list. In my example I click **Early Retirement (TERERLRT)**.



» Click the **Save** button.



» The termination is now entered. If there is a approval workflow attached then the workflow popup window will show and the termination only becomes active if the termination was approved.