# Termination of employment

Characteristic	Description
Purpose	Employee termination groundwork Notifying other departments about the termination Updating information about the dismissed employee
Area	HR
Creatio compatibility	All base products on Creatio platform 7.10
Required system objects	Base sections: • Contacts • Employees • Activities System sections: • Users

List of process participant roles

Role	Description
HR Specialist	Employee termination groundwork

Process description
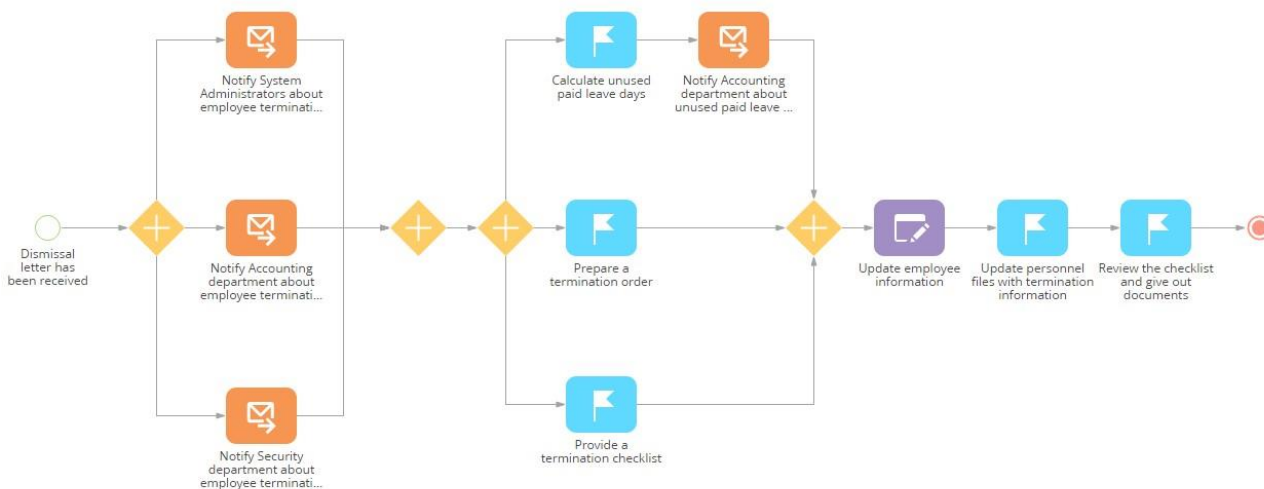
Process step	Role	Step description
Dismissal letter has been received	HR Specialist	HR Specialist fills in the [End date] field on the employee page based on the dismissal letter.
Notify System Administrators / Accounting department / Security department about employee termination	Creatio	The system automatically notifies other departments about employee termination via email.
Calculate unused paid leave days	HR Specialist	HR Specialist calculates unused leave days that the employee has.
Notify Accounting department about unused paid leave days	HR Specialist	HR Specialist sends an email with the number of employee's unused leave days to Accounting department to calculate payments.
Prepare a termination order	HR Specialist	HR Specialist prepares a termination order. Department head or employee's manager signs the order.
Provide a termination checklist	HR Specialist	HR Specialist provides the employee with a termination checklist to confirm that none of the departments objects to the termination of employment.
Update employee information	HR Specialist	HR Specialist updates employee information in Creatio. The user account of the dismissed employee is automatically deactivated in Creatio upon data update.
Update personnel files with termination information	HR Specialist	HR Specialist updates personnel files with termination information.
Review the checklist and give out documents	HR Specialist	HR Specialist reviews the checklist for any objections and gives out documents to the employee.

Implementation instructions

1. Install the package using the [Installed applications] functionality in [System designer].

2. Add HR personnel in Creatio.

3. Configure HR personnel mailboxes in Creatio to send emails as part of the business process workflow.

4. The following system settings are required to send automatic email notifications :
   a) Mailbox for system email notifications (configure the synchronization with at least one mailbox in Creatio to fill in this setting)

   b) Email of System administrators

   c) Email of Accounting department

   d) Email of Security department

5. If there is an assigned employee responsible for employee termination at your company, add their details to the "HR Specialist" system setting.

6. Run the process by populating the [End date] field on the employee's page.