

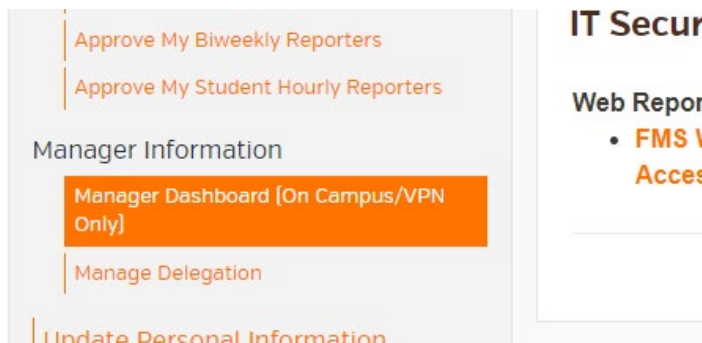
How to Terminate Employee

When submitting a termination, you want to go through Manager Dashboard. This portal is located on your my.bgsu.edu

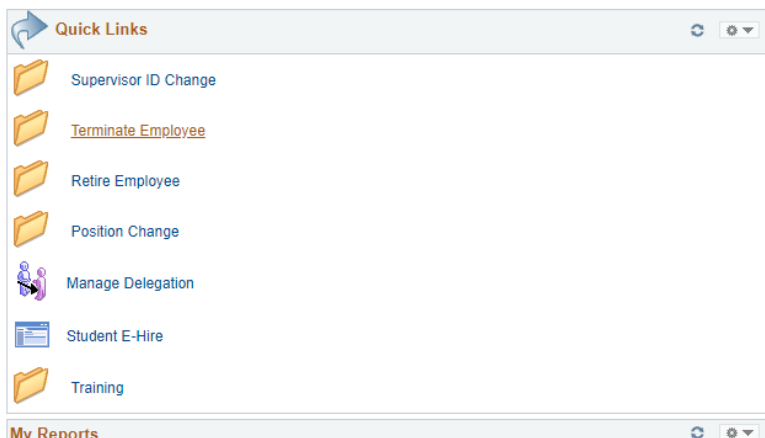
- To get to the portal log onto your mybgsu. Then, click on the Employees tab in the top right:



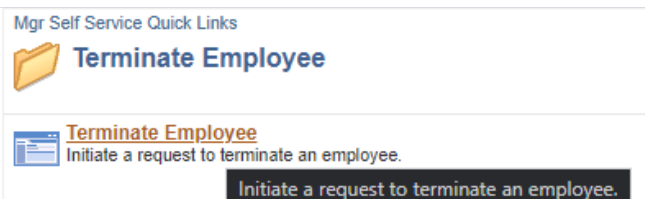
- Next, scroll down until you see Manager Information on the right-side border and click on Manager Dashboard:



- A new screen will pop up. Under Quick Links you will click on Terminate Employee:



- After clicking on that, you will need to click on Terminate Employee again to initiate a request to terminate an employee:



- Select the employee you want to terminate and then find out when their last day work was and terminate employee on the next day (EX. If last day worked is on 01/01/1900 – employee should be termed on 01/02/1900)