

The screenshot shows the Securex HR system interface. At the top, there's a navigation bar with 'Employee Data' and user icons. Below it, a 'My Workspace' tab is active, with sub-tabs for 'Personal', 'Corporate', 'Development', and 'Pers. Action'. The 'Pers. Action' tab is selected, showing a list of actions: 'New Contract', 'Pay', 'Hire', 'Contract Extension', 'Termination', 'Part Time Inactivity', 'Full Time Inactivity', 'Promotion', 'Retirement', 'Transfer within Country', and 'Return to work'. The 'Termination' action is highlighted with a red circle and a '3' icon. On the left, the 'My Details' section shows 'LIERARD Jean-Pierre' with ID '80000035' and position 'DIRECTOR'. Below that, the 'My Selections' section shows a list of employees, with 'SOPHIE POUTE' selected (ID '80000128'). A red circle and a '2' icon are next to the 'SOPHIE POUTE' entry. A red circle and a '1' icon are next to the 'Termination' action in the list.

When creating a CDD, the end date is already saved. This action is dedicated here to outings such as dismissals, resignations, retreats...

- 1 Navigate to [EmployeeData](#) > [Pers. Action](#).
- 2 Select the concerned employee in [My Selections](#).
- 3 Click on [Termination](#).

TERMINATION

HrOnlineLux 04_1_Termination - HR

HRonline
Help cards

The screenshot shows the HRonline interface for user LIERARD Jean-Pierre. The main menu includes 'My Workspace', 'Personal', 'Corporate', 'Development', 'Pers. Action', and 'Reporting'. The 'Pers. Action' tab is active, showing the 'Termination Initiate the action' form for employee SOPHIE POUTE [80000128].

Employee Data:

- Id: 80000035
- position: DIRECTOR

Termination Form Fields:

- Start Date: 01.12.2014
- Action Type: Termination
- Reason for Action: Others (dropdown menu open showing options: Deceased, Didn't show up, Dismissal, Early Retirement, End of Contract)
- Employment: Withdrawn
- Personnel area: Business Airlines
- Employee Group: Regular
- Employee Subgroup: White Collar

Buttons: Submit, Cancel

- 4 Select Reason for action and enter the end date and the reason for the termination.
- 5 Click on Submit.

TERMINATION

HrOnlineLux 04_1_Termination - HR

HRonline
Help cards

The screenshot displays the 'Termination Organizational Assignment' form for employee SOPHIE POUTE [80000128]. The interface includes a top navigation bar with 'Employee Data' and a sidebar with 'My Workspace' and 'My Details'. The main form area is divided into two sections: a left sidebar for employee details and a main form for termination criteria.

Employee Details (Left Sidebar):

- LIERARD Jean-Pierre
- Id: 80000035
- position: DIRECTOR

Termination Organizational Assignment (Main Form):

Step 0-5 Progress: 0, 1, 2, 3, 4, 5, 6 (Step 6 is highlighted)

Form Fields:

- Company Code: Business Airlines
- Personnel Area: Business Airlines
- Personnel subarea: Business Airlin *
- Cost Center:
- Employee group: Regular
- Payroll area: Payroll relevant *
- Employee subgroup: White Collar
- Position: 99999999
- Job key: 00000000
- Organizational unit: MAGASIN [50202861]
- Make previous position vacant at end: ☒ As of: DD . MM . YYYY *
- Start Date: 01 . 12 . 2014 *
- End Date: 31 . 12 . 9999 *

Buttons: Save, Previous, Next, Cancel

6 Fill the different criterias in Step 0-5 annotated * and click **Next**.

7 To validate the termination Step 5 click on **Submit**.