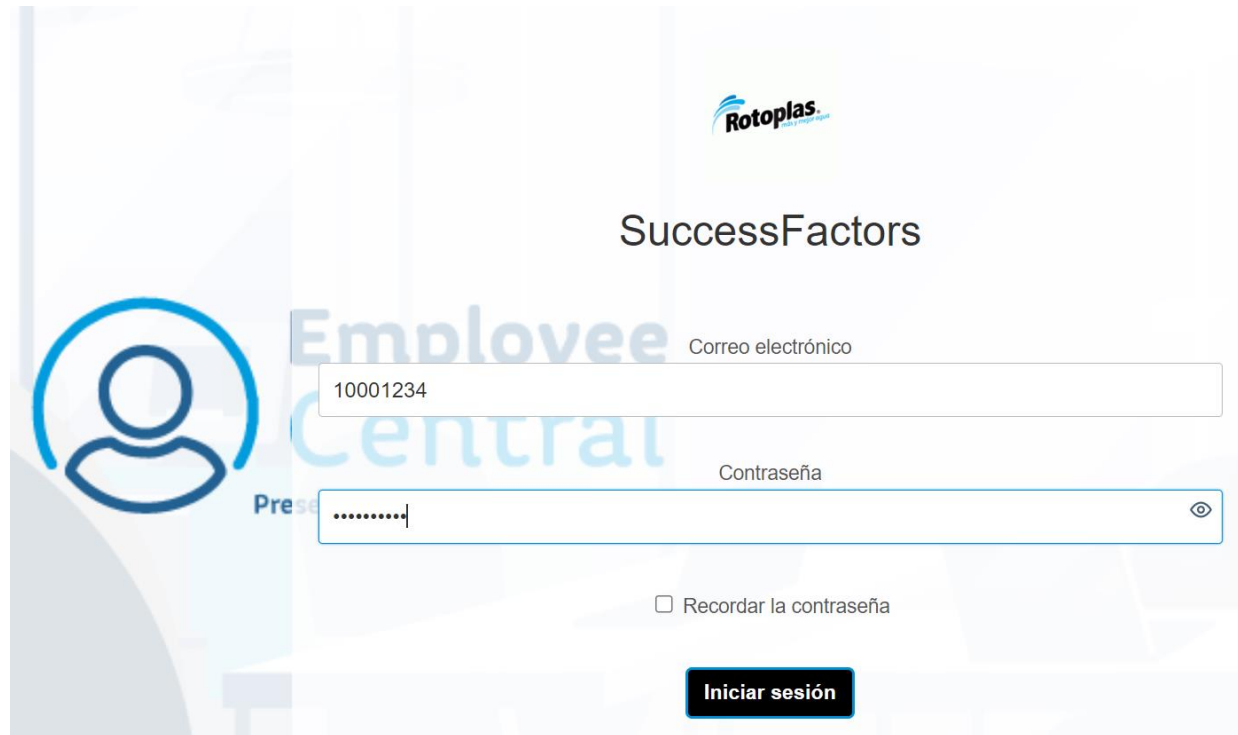


# User's manual: Low Success factors

SAP Success Factors para Usuarios  
Finales

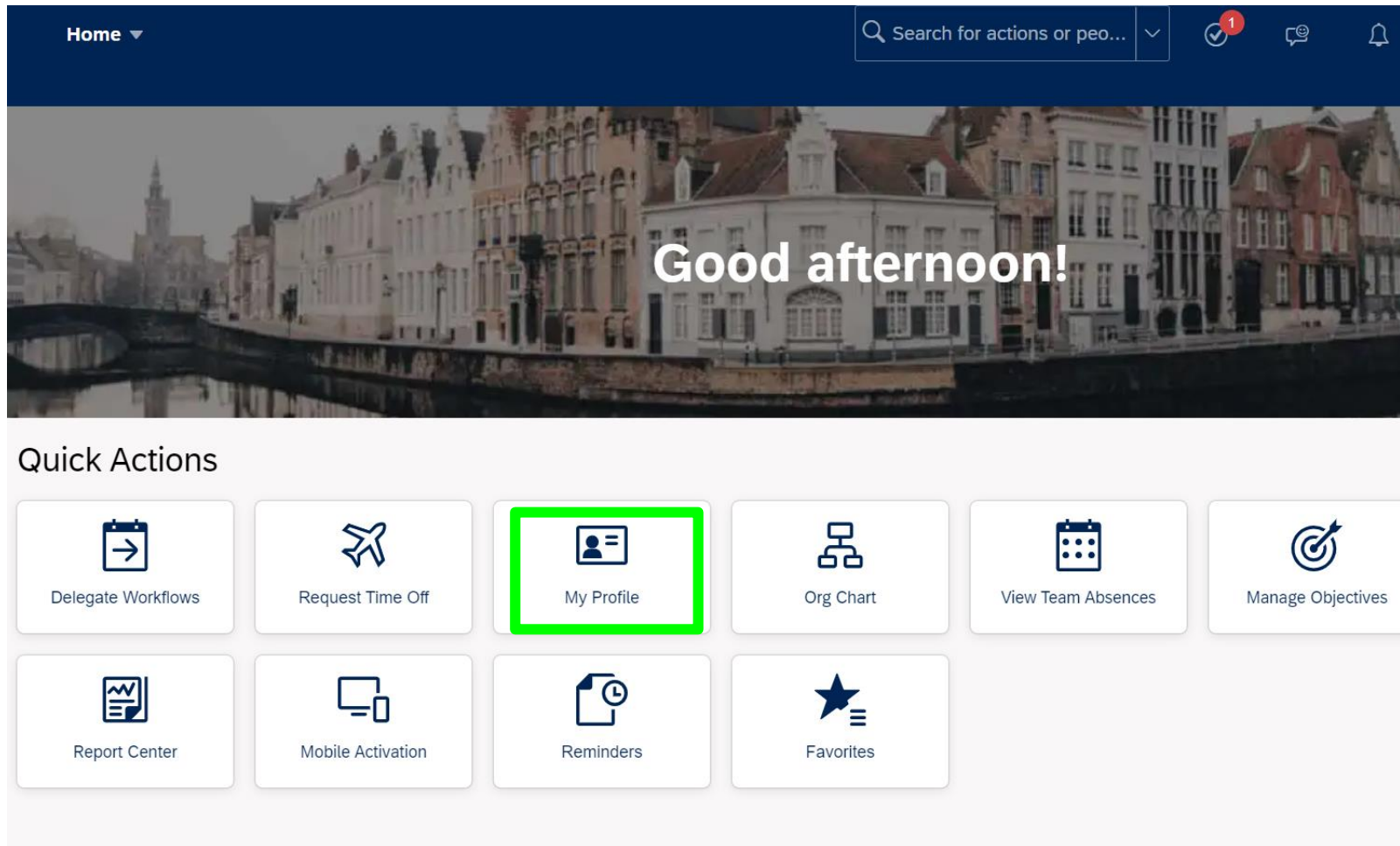
1. Access the Success Factors portal with the user and password you were assigned

The image shows a screenshot of the SuccessFactors login page. At the top center is the Rotoplas logo. Below it, the text "SuccessFactors" is displayed in a large, black, sans-serif font. On the left side, there is a blue circular icon containing a white silhouette of a person. To the right of this icon, the text "Employee Central" is visible in a large, light blue, sans-serif font. Below the icon and text, there are two input fields. The first field is labeled "Correo electrónico" and contains the text "10001234". The second field is labeled "Contraseña" and contains a series of dots, indicating a password. To the right of the password field is a small eye icon. Below the password field, there is a checkbox labeled "Recordar la contraseña". At the bottom center, there is a black button with the text "Iniciar sesión" in white.

# Identification of the discharge



2. Find the “My Profile” box.



3. Once in “My Profile”, select “Actions” and then “Terminate”.



The screenshot shows the 'My Profile' page for Oswaldo Noe Reyes Medina. The page has a dark blue header with a search bar and navigation icons. The main content area has a baseball field background. On the left, the user's name and title are displayed, along with contact information and employee number. On the right, there's a 'Support' button and a progress indicator. The 'Actions' menu is open, showing options like 'Take Action', 'Change Job and Compensation Info', 'Employment Details', 'Terminate' (highlighted), 'Add Note', and 'Print/PDF'. Below the menu, there's a 'Jump To' section with links to 'Org Chart', 'Objective Plan', 'Performance Review', 'Career Worksheet', 'Development Plan', 'Learning', and 'Job Profiles'. The bottom navigation bar includes links for 'NOTES', 'BADGETS', 'ORG CHART', 'PERSONAL INFORMATION', and 'EMPLOYMENT'.

Oswaldo Noe Reyes  
Medina ▾  
Coordinador Regional De Nominas  
Centro de Servicios de CH (00000353),  
Dirección Capital Humano (00000005)  
MX Corporativo AdminCorp Staff (4M10-5000)  
Local time: Wednesday, 05:39:52 PM  
[OREYES@ROTOPLAS.COM](mailto:OREYES@ROTOPLAS.COM)  
Número Empleado: 10006203

Search for actions or peo... ▾

1

Actions Header As of Today

Take Action

- Change Job and Compensation Info
- Employment Details
- Terminate**
- Add Note
- Print/PDF

Jump To

- Org Chart
- Objective Plan
- Performance Review
- Career Worksheet
- Development Plan
- Learning
- Job Profiles

Support

00%

profile is complete.  
Profile

NOTES BADGETS ORG CHART PERSONAL INFORMATION ▾ EMPLOYMENT

Personal Information ?

4. This will open a window where you will write in the date and reason for resignation, then click on “Save”, the request will be sent for authorization by your immediate supervisor and HR:



Terminate

Terminate

Termination Date \*

Termination Reason \*

MMM dd, yyyy

No Selection

Cancel

Save

thank you