

Terminating an Employee

Terminating an Employee - MANAGER

Terminating an employee requires a specific action performed in HR Central. This is part of the overall termination process. Work with Human Resources for the appropriate guidelines and process.

Reminder(s):

- Store Managers and Regional managers should continue to complete termination transactions in the stores' POS systems (CIAO, EyeNet, etc.)
- HR Business Partners should work with Store Managers and Regional managers to complete termination transactions in the stores' POS systems whenever applicable. Contact the HR Service Center for assistance.
- Call the HR Service Center to report a termination in an immediate pay state.

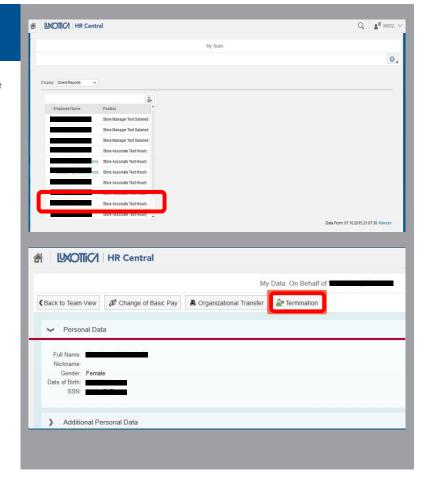
Access Current Associate Detail

Log in to HR Central using your Luxottica employee ID and password.

In the Self-Service menu, select My Team.

Select the employee name.

At the employee's data information screen, select **Termination Action**.







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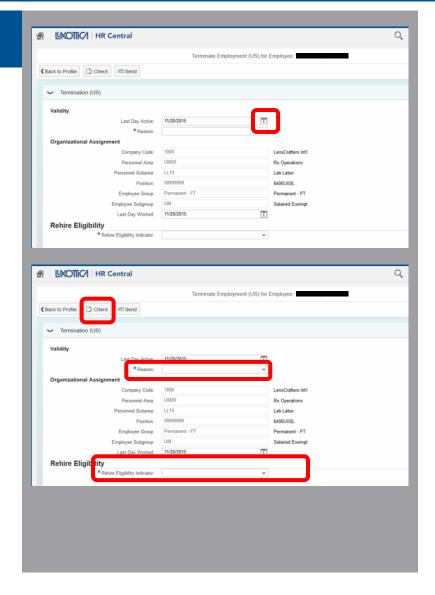
2 Enter Effective Date, Reason & Rehire Eligibility

In the **Effective Date** field, select the calendar icon to choose the effective date for the termination.

In the **Reason** field, use the drop-down menu to select the reason for termination.

In the **Rehire Eligibility Indicator** field, use the drop-down menu to select either **Do Not Rehire** or **OK to Rehire**.

Contact the HR Solutions Group if you need assistance in making the appropriate choice. Review all entries then select **Check**.







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3

Review Any Warnings and/or Errors and Send

Review all warnings and/or errors.

You will receive a warning that the Termination Action will delete the record. Make sure to verify all detail concerning this action. Another warning will let you know the record will be delimited, valid only through the effective date of the termination.

Once you are satisfied, select **Send** to complete the Action.

You will see a "Data sent" message and a link to return to **My Team Data**.

