



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.

1 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**.

The top screenshot shows the 'My Team' page in HR Central. It displays a list of employees with columns for 'Employee Name' and 'Position'. One employee, 'Store Associate Test Hourly', is highlighted with a red box. The bottom screenshot shows the 'Personal Data' screen for the selected employee. It includes fields for 'Full Name', 'Nickname', 'Gender' (set to 'Female'), 'Date of Birth', and 'SSN'. The 'Termination' button is highlighted with a red box.



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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**.

LUXOTICA HR Central

Terminate Employment (US) for Employee: [REDACTED]

Back to Profile Check Send

Termination (US)

Validity

Last Day Active: 11/20/2015 [Calendar Icon]

* Reason: [Drop-down Menu]

Organizational Assignment

Company Code: 1000 LensCrafters Int'l

Personnel Area: UM20 Rx Operations

Personnel Subarea: LL10 Lab Labor

Position: 99999999 6406LXSL

Employee Group: Permanent - FT Permanent - FT

Employee Subgroup: UM Salaried Exempt

Last Day Worked: 11/20/2015 [Calendar Icon]

Rehire Eligibility

* Rehire Eligibility Indicator: [Drop-down Menu]

LUXOTICA HR Central

Terminate Employment (US) for Employee: [REDACTED]

Back to Profile Check Send

Termination (US)

Validity

Last Day Active: 11/20/2015 [Calendar Icon]

* Reason: [Drop-down Menu]

Organizational Assignment

Company Code: 1000 LensCrafters Int'l

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Rehire Eligibility

* Rehire Eligibility Indicator: [Drop-down Menu]



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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**.

Terminate Employment (US) for Employee [REDACTED]

⚠ This entry deletes a record
⚠ Record valid from 2015.06.01 to 9999.12.31 delimited at end - Display Help
⚠ Review Without Errors

Termination (US)

Validity

Last Day Active: 2015.11.03 [T]
Reason: Job Abandonment - Vol.

Organizational Assignment Summary

Company Code: 1000
Personnel Area: UL00
Personnel Subarea: R010
Position: 999999999
Employee Group: Permanent - FT
Employee Subgroup: UR
Last Day Worked: 2015.11.03 [T]

Rehire Eligibility

Rehire Eligibility Indicator: Do not rehire

Step Completed

✔ Data sent (process reference number: 000000000015)

Back to "My Team Data"