## Putting the Pieces Together

The purpose of this transaction is to terminate a non-employee (Community Partner Staff, Contractor, Unpaid Intern, Student Teacher or Charter Staff).

This guide outlines how to:
- Log in to Infor HR - [pg. 2](#)
- Terminate a Non-Employee - [pg. 4](#)

## Which Outcome to Expect

Upon completion of this process, you’ll have terminated a non-employee and their systems access will be disabled.

## Navigating the Process

Related guide: *Hire a Non-Employee (Non-Charter)*

To locate these guides, [check out the Infor HR Resource Center](#).

## Who To Contact

Please contact your HR Partner or the CISS Team (for Charter Schools only) with any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit** (a) under the **Manager Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password** (a), then click the blue arrow (b) to log in.
ACTION:
Terminate a non-employee

1) Click the Manager icon to open Manager Space.

2) Under My Staff (a), click My Staff (b).
3) In the Search bar, type the name of the non-employee whom you are terminating (a), then double-click their name. (b).

4) On the top bar, click Terminate.
5) In the Effective Date field, enter the date the request is effective (a). In the Reason field, click the search icon and select TZ NON-EMPL VOL from the list (b). In the Relationship Status (c) field, click the search icon and select Inactive. In the Termination Notice (d) field, select the date the employee will be notified of the termination.

6) When the form is complete, click the Submit button.

Which Outcome to Expect
- The request routes to the HR for approval. Once approved, the non-employee is inactivated.