

Quick Reference Guide: WaveWorks: Employee Separation Process (Line Manager and HR Department Administrator)



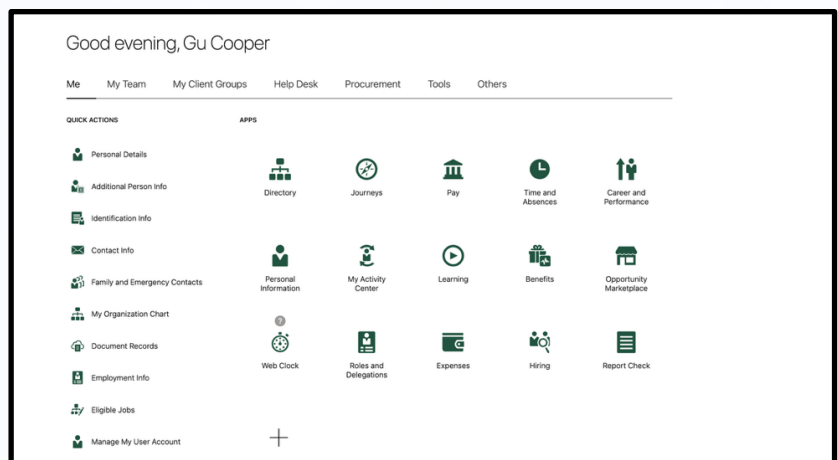
Purpose:

This Quick Reference Guide (QRG) provides step-by-step guidance on how to separate/terminate a direct report in WaveWorks as a line manager or a HR Department Administrator.

Note: As of June 2026, the **Revoke User Access** option is not currently available. If user access must be disabled immediately upon separation, please complete the [Separation Access Request Form](#).

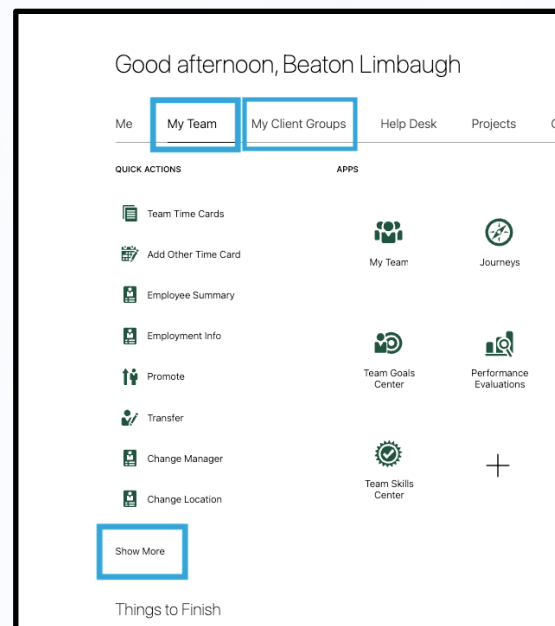
Step-by-Step:

1. Sign into **WaveWorks** home page using Single Sign-On (SSO).



2. Navigate to **My Teams** (for Line Managers) or **My Client Groups** (for HR Department Administrators) and select **Show More**.

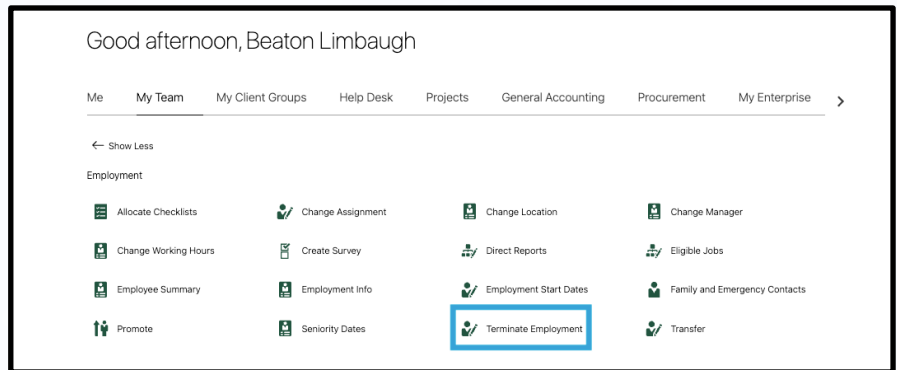
Note: the following steps are the same whether you are a Line Manager or a HR Department Administrator.



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3. Select **Terminate Employment**.



4. Search for and select your direct report or department employee by clicking on their name.

Terminate Employment

Search by Name, Business Title, Work Email, or Person Number

Recent Direct Reports | Assignment Status | Manager Type | Show primary assignment only | Worker Type | Filters | Clear (3)

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
Vivian Smith	Clinical Research Nurse I	106152	E106152	Active - Payroll Eligible	Employee	sendmail-test-dicard@orionc.com
Sandra Bonello	Administrative Associate II	101792	E101792	Active - Payroll Eligible	Employee	sendmail-test-dicard@orionc.com
Ronny Choice	Nurse Manager	110655	E110655	LOA - Payroll Eligible	Employee	sendmail-test-dicard@orionc.com

5. Complete the required separation information. To add comments or attachments for the approver, turn **On** the **Comments and Attachments** toggle.

Click **Continue** to proceed to the next step.

Terminate Employment

RC Info to include
Ronny Choice, Nurse Manager

1 | 5

Comments and attachments
Add additional comments and attachments for approver.

Info to include
When and why
Work relationship termination info
Seniority Dates

Cancel Continue Submit

Terminate Employment

RC Info to include
Ronny Choice, Nurse Manager

Comments and attachments
Add additional comments and attachments for approver.

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6. Add dates of separation, and work relationship information, termination details. Click **Continue**.

7. Note: if you enter in **Termination Type** as **voluntary**, the employee will be able to view their termination details.

8. Add any documents, attachments, and comments* as needed. You can also use **AI Assist** to generate comments by clicking **Generate**. Be sure to click **Save Comment**.

*For voluntary terminations, enter your department name in the comments field to ensure it is included in automated email notifications.

Click **Continue** when finished.



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- 9. Review the **Seniority Dates** (time in each position), then click **Continue**.

If no updates are needed, click **Skip** or **Continue** to proceed.

Employer	Seniority Date	Length of Service
Tulane University Legal Employer	01/08/2021	5 Years 2 Months and 25 Days
Tulane University Legal Employer	01/08/2021	5 Years 2 Months and 25 Days
Tulane University Enterprise	01/08/2021	5 Years 2 Months and 25 Days

- 10. Review the available **HR Business Partner** and support staff contact information, then click **Skip** or **Submit** to start the approval workflow for the separation/termination of your direct report or department employee

HR Business Partner	Contact Information
CV Carlotta van Alstyne	sendmail-test-discard@oracle.com 1-504-9286326879
XB Ximena Byrd	sendmail-test-discard@oracle.com 1-504-3165902605
UD USWAH Delrosario	sendmail-test-discard@oracle.com 1-504-6677026861
ZA Zakiya Ali	sendmail-test-discard@oracle.com 1-504-4640726952
MO Muhammad Mohid Oriano	sendmail-test-discard@oracle.com 1-504-5627102650
IB Ines Bass	sendmail-test-discard@oracle.com 1-504-2590202604
MK MD Shakhawat Kapur	sendmail-test-discard@oracle.com
ES Evens Sundaram	sendmail-test-discard@oracle.com 1-504-4062006292
SB Shaela Barbaro	sendmail-test-discard@oracle.com 1-504-5706851418

