

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



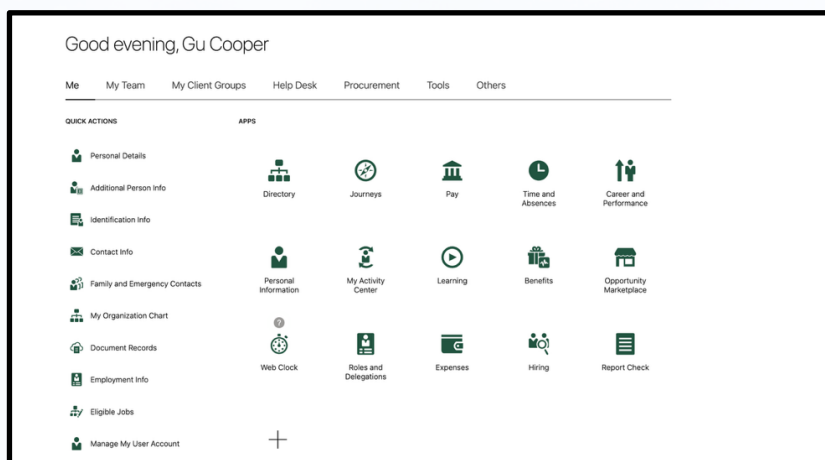
Purpose:

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](#).

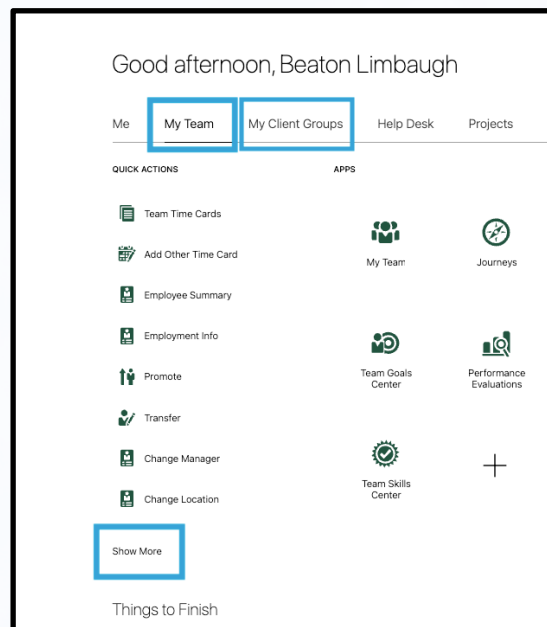
Step-by-Step:

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**.

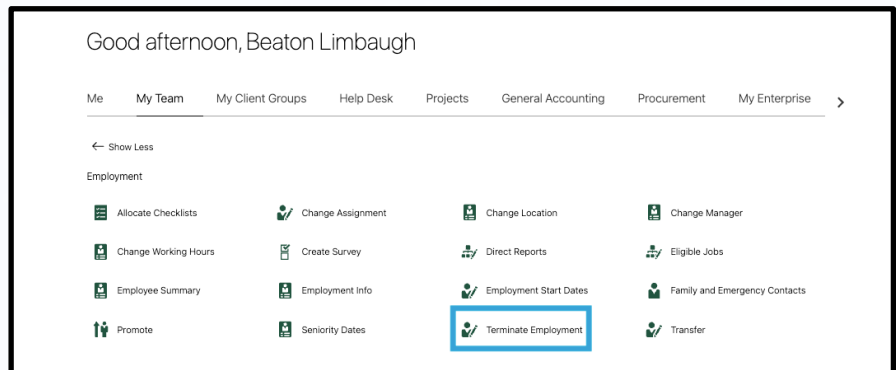
Note: the following steps are the same whether you are a Line Manager or a HR Department Administrator.



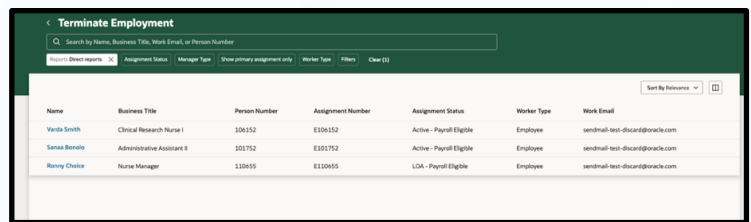
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3. Select **Terminate Employment**.

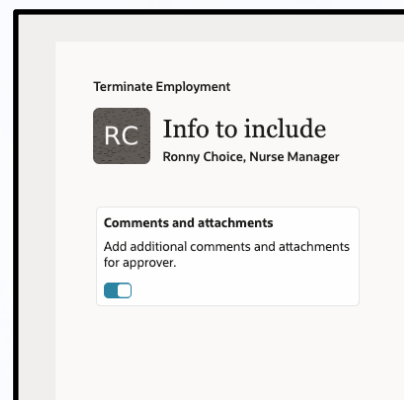
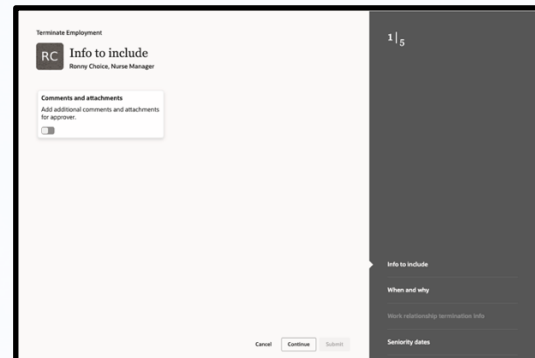


4. Search for and select your direct report or department employee by clicking on their name.



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.



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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. In the **Work Relationship Termination Info** section, complete all necessary fields.



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9. **Important:** In the **Assignment Status Post Termination** field, be sure to select **Inactive – Payroll Eligible (TU_INACTIVE_PROCESS)**. This status ensures any final payments can be processed.

Do not use

Inactive – No Payroll (INACTIVE_NO_PROCESS), as it prevents the employee from receiving any payments after the termination is processed.

10. 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.

11. Review the sections for **Seniority Dates** and available **HR Business Partner** contact information, then click **Submit** to start the approval workflow for the separation/termination of your direct report or department employee.



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