

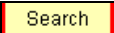

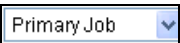

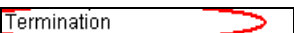

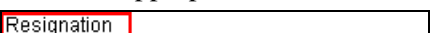




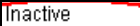


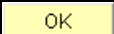


## Termination of Employment

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Job Information</b> link. 
3.	Click the <b>Job Data</b> link.
4.	Enter the employee's EmplID into the <b>EmplID</b> field.
5.	Click the <b>Search</b> button or click the Enter key to continue. 
6.	Click the <b>Plus (+) key</b> to add a new job row. 
7.	Enter the Effective Date of the termination. The date should be the first day that the employee will NOT be working. In the example shown, the last day worked was 8/31/08. The Effective Date of the Termination row should be 09/01/2008.
8.	Sequence defaults to '0'. If the effective date of the added job row is the same as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
9.	All employees have to have at least one active Primary Job. If the employee has more than one job, you may need to change this job to 'Secondary' and then change an active Secondary job to Primary. 
10.	Click the arrow to select from the <b>Action</b> list. 
11.	Select <b>Termination</b> from the dropdown list. 
12.	Click the <b>Drop down arrow</b> to open the Action/Reason dropdown list.  NOTE: When the action of 'Termination' is selected,: <ul style="list-style-type: none"> <li>1) HR Status changes to 'Inactive'</li> <li>2) Payroll Status changes to 'Terminated'</li> <li>3) Termination Date and the Last Date Worked dates are programmatically entered based on the Effective Date of the job row. The dates are the day prior to the effective date.</li> </ul> 
13.	Select the appropriate Reason from the list. 
14.	In addition to terminating Job Data, Time Reporter Data should be set to 'Inactive'. 

## Quick Guide



15.	Click the <b>Time Reporter Data</b> link. 
16.	Click the <b>Plus (+) key</b> to add a new row.. 
17.	Enter the same <b>Effective Date</b> as the termination row in job data.  NOTE: This date is CRITICAL. Be sure the time reporter is current with all time submission as of the terminated date.
18.	Click the down arrow to select from the <b>Time Reporter Status</b> list. 
19.	Select <b>Inactive</b> from the list. 
20.	Click the <b>OK</b> button. 
21.	Click the <b>Save</b> button. 
22.	The Final Check process is a manual process. Please refer the "One-time Paysheet Adjustments" process to clear the disability leave balance and pay out the vacation balance.  Click the <b>OK</b> button. 
23.	<b>End of Procedure.</b>