



<b>File Name</b>	<b>Termination of Employment.doc</b>
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## **Termination of Employment**

### **Concept**

Entering a termination of an employee job -

- Voluntary
- Non-voluntary
- Terminating an additional job

### **Additional Information:**

- The "Termination Date" and "Last Date Worked "date fields will appear on the "Work Location" panel only after the Termination action is entered.
- If the employee has multiple jobs, repeat the process for each job record that is to be terminated.
- The "final pay" process is a manual process. Please refer the "One-time Paysheet Adjustments" process to clear disability leave balance and pay out any eligible vacation balance.
- Review "General Deductions". Set stop date for all applicable deductions to the last date of the pay period for final pay.

### **Reminder:**

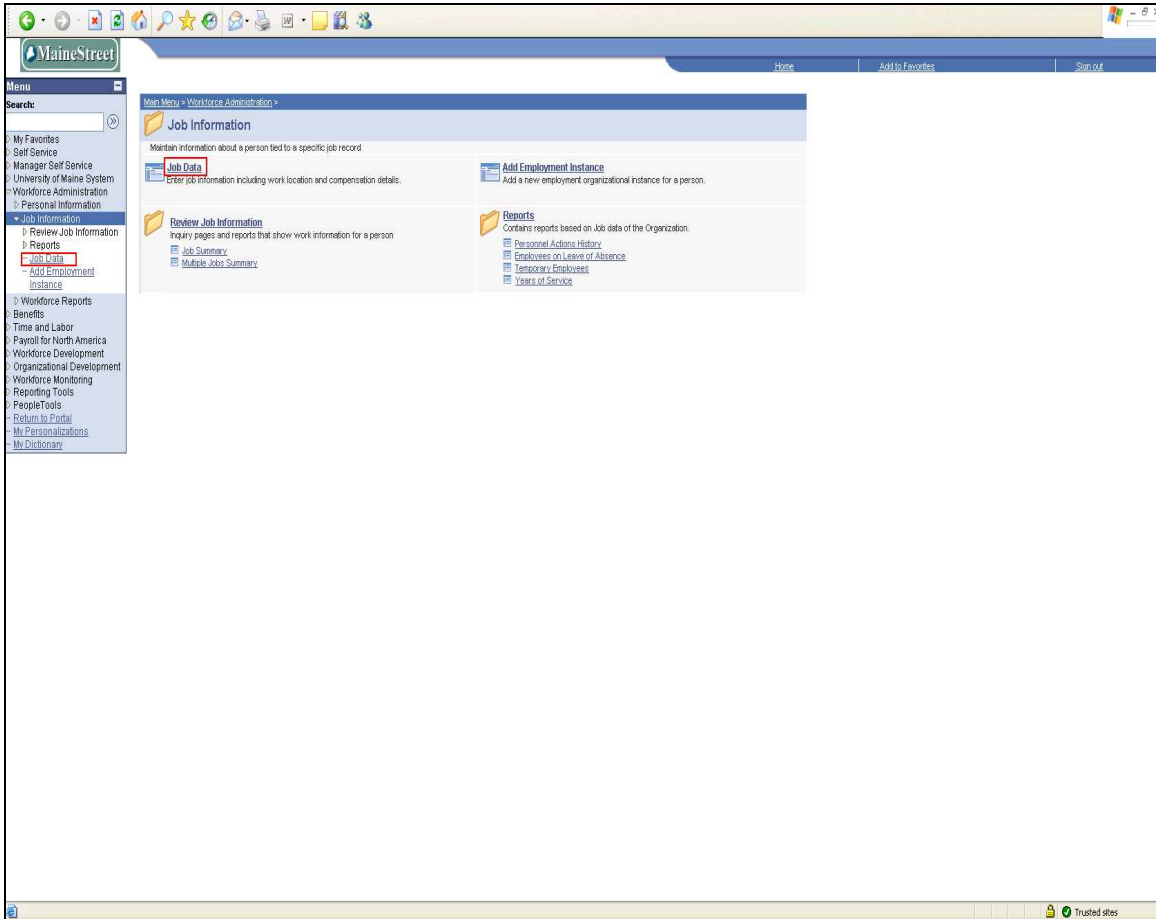
When terminating employees, along with paying out any vacation time, the employees' sick leave balance should also be reduced to zero. This is very important for reporting purposes and to also eliminate erroneous balances if the employee is ever rehired.

There is a query (UM\_PR\_TERMD\_W\_SICK\_BAL) that can be run to identify terminated employees at your campus with a sick balance. Please enter one-time paysheet adjustments using earn code 196 to adjust the balance to zero.

### **Navigation:**

# Process Document

## HRMS: Termination of Employment



Step	Action
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- |    |   |
|----|---|
| 1. | Click the <b>Workforce Administration</b> link. |
| 2. | Click the <b>Job Information</b> link.          |
| 3. | Click the <b>Job Data</b> link.                 |



## Procedure:

Job Data  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Action
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- |    |  |
|----|--|
| 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. |

**Search**

# Process Document

## HRMS: Termination of Employment



The screenshot shows the HRMS interface for employee Inna Testa (EMP ID: 0089999, Empl Rcd #: 0). The form is titled "Termination of Employment" and includes the following fields and values:

- HR Status:** Inactive
- Payroll Status:** Terminated
- Effective Date:** 09/01/2008
- Sequence:** 0
- Job Indicator:** Primary Job
- Action / Reason:** Termination
- Last Start Date:** 08/20/1999
- Termination Date:** 09/31/2008
- Expected Job End Date:** (empty)
- Last Date Worked:** 08/31/2008
- Position Number:** 00011030
- Position Entry Date:** 10/27/2004
- Regulatory Region:** USA
- Company:** UMS
- Business Unit:** UMS07
- Department:** IHPER
- Location:** J00100
- Establishment ID:** UMS07
- Date Created:** 09/25/2008

### Step Action

6. Click the **Plus (+) key** 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 **Action** list.
11. Select **Termination** from the dropdown list.



# Process Document HRMS: Termination of Employment

## Step Action

12. Click the **Drop down arrow** to open the Action/Reason dropdown list.

NOTE: When the action of 'Termination' is selected,:

- 1) HR Status changes to 'Inactive'
- 2) Payroll Status changes to 'Terminated'
- 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.

13. Select the appropriate **Reason** from the list.

14. In addition to terminating Job Data, Time Reporter Data should be set to 'Inactive'.

Click the **Employment Data** link.

The screenshot displays the HRMS interface for the 'Termination of Employment' process. The main content area shows the 'Job Data' section with the 'Employment Data' link highlighted in red. The 'Job Data' section includes the following information:

HR Status:	Inactive	Payroll Status:	Terminated
Effective Date:	09/01/2008	Sequence:	0
Action / Reason:	Termination	Job Indicator:	Resignation
Last Start Date:	08/20/1999	Termination Date:	08/31/2008
Expected Job End Date:		Override Last Date Worked:	<input type="checkbox"/>
Last Date Worked:	08/31/2008	Position Management Record:	<input type="checkbox"/>
Position Number:	00011030	Position Entry Date:	10/27/2004
Regulatory Region:	USA	Company:	United States
Company:	UMS	Business Unit:	University of Maine System
Business Unit:	UMS07	Department:	University Maine Presque Isle
Department:	IHPER	Department Entry Date:	02/01/2004
Location:	I00100	Location:	Presque Isle Campus
Establishment ID:	UMS07	Establishment ID:	University Maine Presque Isle

The 'Date Created' field is 09/25/2008. Below the 'Job Data' section, there are links for 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. The 'Employment Data' link is highlighted in red. At the bottom of the page, there are navigation buttons: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update Display, and Include History. The page footer shows 'Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation'.

# Process Document

## HRMS: Termination of Employment



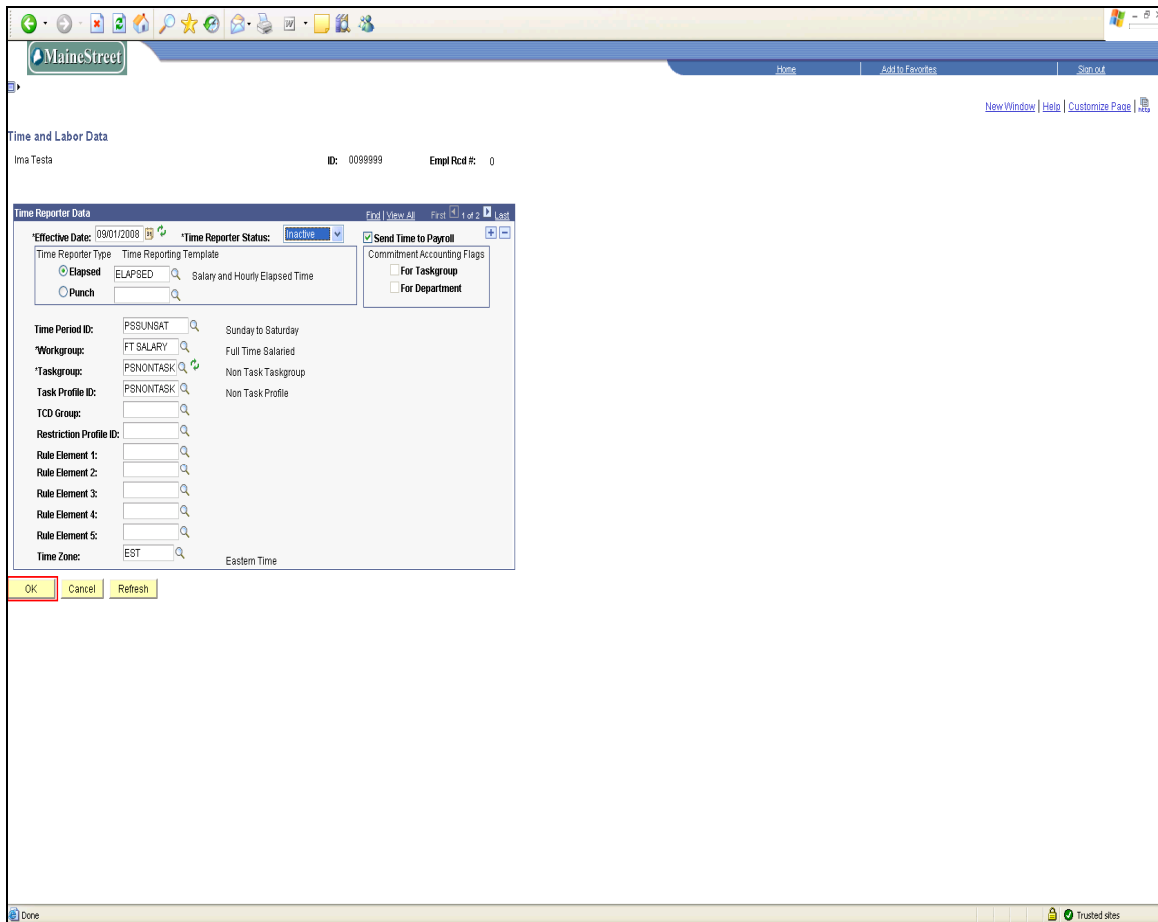
The screenshot shows a web browser window displaying the HRMS interface. The browser's address bar shows the URL 'http://www.maine.gov/HRMS'. The page title is 'MaineStreet'. The main content area is titled 'Employment Information' and displays details for employee 'Ima Testa' (EMP ID: 0099999, Empl Rcd #: 0). The 'Organizational Instance' section shows 'Original Start Date: 08/20/1999' and 'Termination Date: 08/20/1999'. The 'Organizational Assignment Data' section shows 'Last Assignment Start Date: 08/20/1999' and 'Assignment End Date: 08/31/2008'. A 'Time Reporter Data' link is highlighted in a red box. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

Step	Action
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- |     |   |
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| 15. | Click the <b>Time Reporter Data</b> link. |
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# Process Document HRMS: Termination of Employment

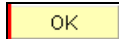


Step	Action
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16. Click the **Plus (+) key** to add a new row.
17. Enter the same **Effective Date** as the termination row in job data.

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 **Time Reporter Status** list.
19. Select **Inactive** from the list.
20. Click the **OK** button.



# Process Document

## HRMS: Termination of Employment



**Employment Information**

Ima Testa EMP ID: 0099999 Empl Rcd #: 0

**Organizational Instance**

Organizational Instance Rcd: 0 Original Start Date: 08/20/1999  
Last Start Date: 08/20/1999 First Start Date: 08/20/1999  
Termination Date: Years Months Days  
Org Instance Service Date: 08/20/1999  Override 9 1 5

**Organizational Assignment Data**

**Instance Record**

Last Assignment Start Date: 08/20/1999 First Assignment Start: 08/20/1999  
Assignment End Date: 08/31/2008  
Home/Host Classification: Home Years Months Days [Time Reporter Data](#)  
Company Seniority Date: 08/20/1999  Override 8 10 11  
Benefits Service Date: 08/20/1999  Override 8 10 11  
Seniority Pay Calc Date:  Override 0 0 0  
Probation Date:   
Professional Experience Date:  Last Verification Date:   
Business Title: Dir/Assist Prof Ath Training Position Phone: 207/555-1111

USA

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

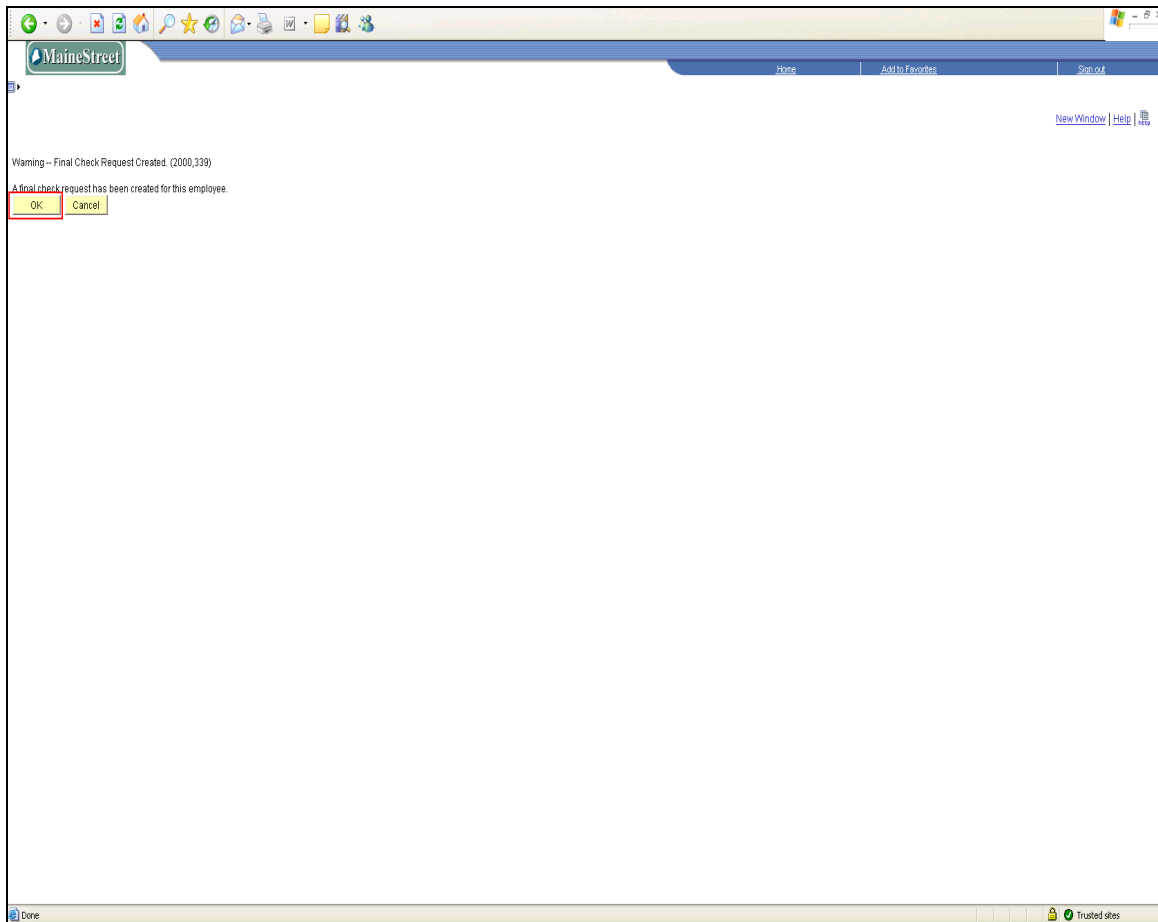
Step	Action
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21. Click the **Save** button.





## Process Document HRMS: Termination of Employment



Step	Action
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- |     |   |
|-----|---|
| 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 **OK** button.

