Termination of Employment

Concept

Entering a termination of an employee job -
• Voluntary
• Non-voluntary
• Terming 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:
**Step**  
1. Click the **Workforce Administration** link.  
2. Click the **Job Information** link.  
3. Click the **Job Data** link.
Procedure:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the employee's EmplID into the <strong>EmplID</strong> field.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button or click the Enter key to continue.</td>
</tr>
</tbody>
</table>
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.
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| 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.
Step 15. Click the Time Reporter Data link.
<table>
<thead>
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<tr>
<td>16.</td>
<td>Click the <strong>Plus (+) key</strong> to add a new row.</td>
</tr>
<tr>
<td>17.</td>
<td>Enter the same <strong>Effective Date</strong> as the termination row in job data.</td>
</tr>
<tr>
<td></td>
<td>NOTE: This date is CRITICAL. Be sure the time reporter is current with all time submission as of the terminated date.</td>
</tr>
<tr>
<td>18.</td>
<td>Click the down arrow to select from the <strong>Time Reporter Status</strong> list.</td>
</tr>
<tr>
<td>19.</td>
<td>Select <strong>Inactive</strong> from the list.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
Step 21. Click the **Save** button.
Step 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.