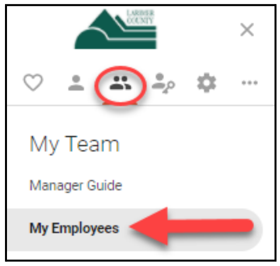
TERMINATE EMPLOYEE

To Terminate a **TEMP EMPLOYEE** follow the instructions on this link:

[Terminating A TEMP Employee]

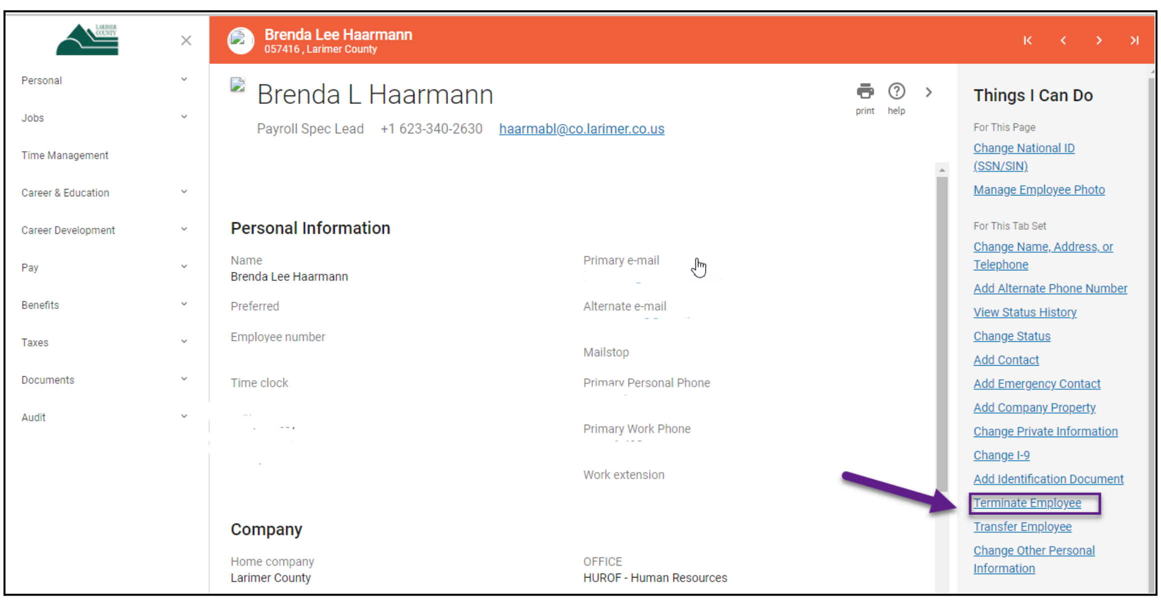
In the side navigation menu:

- Click the Team icon ~ My Employees

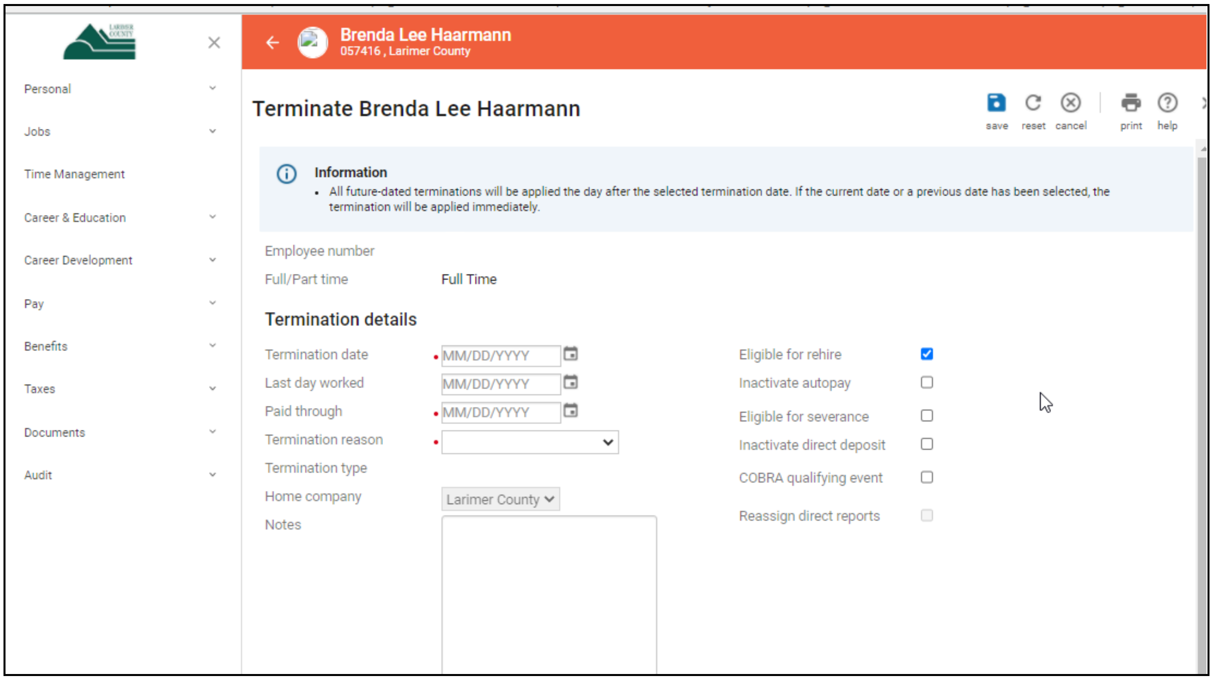


- If you have a Role box in the upper left, select Payroll Rep
- In the "Find by" box, choose a search option (Last name, Employee number, etc.)
    - Choose/enter appropriate info in the next two fields and click "Search"

- The selected employees will appear in the list.
- Click on the desired employee to go to his/her record
- On the right side, under "Things I Can Do", select "Terminate Employee"



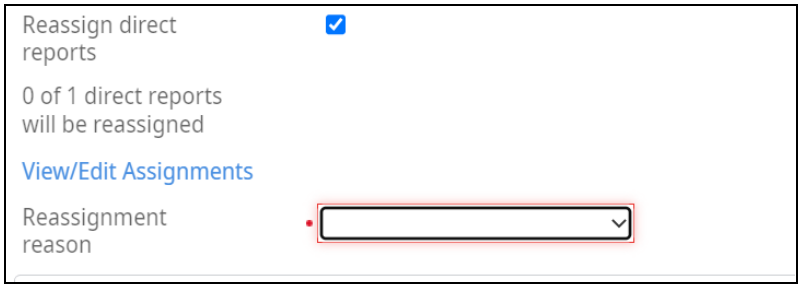
- The Terminate Employee screen appears.



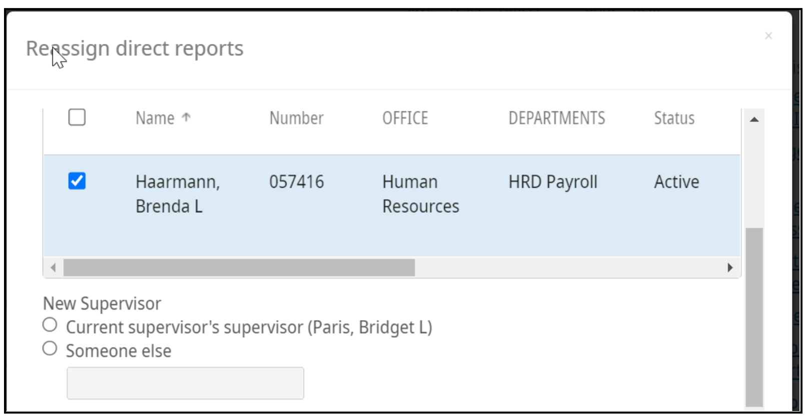
- Fill in the fields as necessary (**fields with a red dot are required fields**)
  - *Termination date:* Enter the effective date of the termination (this is the last day in paid status or last day of employment with the County (example: Employee on SLWOP)
  - *Last day worked:* **Enter the last day in paid status- same as the *"Termination Date" field***
    - *This is **NOT** the last physical date worked.*
  - *Paid through:* **This is the pay check date (date of final check)**
  - *Termination reason:* Select reason from drop-down list. **Please be as specific as possible.**
  - *Termination type:* This will autofill based on the termination reason chosen
  - *Home company:* This field will autofill
  - ***Notes:*** **Enter the Physical Last Date worked if it is not the same as the termination date** and any other information related to this termination action.
    - **Physical Last Date of Work: MM/DD/YYYY.**
  - *Eligible for rehire:* This box will automatically be checked for all employees. The department generalist will notify HR Payroll to uncheck the box if it is determined that the employee is ineligible for rehire. If the ineligibility is only for a certain department, this will be added to the Notes section above.
  - Leave the next 3 boxes unchecked (*Inactivate autopay, Eligible for severance,* and *Inactivate direct deposit)*
  - ***COBRA qualifying event:*** ***CHECK THIS BOX FOR ALL EMPLOYEES*** (two new fields will appear):
    - *Occurred on:* Enter or select the same date as the Termination Date
    - *Due to:* Select **Termination** from the drop-down list

- ***Reassign Direct Reports:*** If the terminating employee is a supervisor, you can reassign his/her direct reports here without entering a separate supervisor change action.

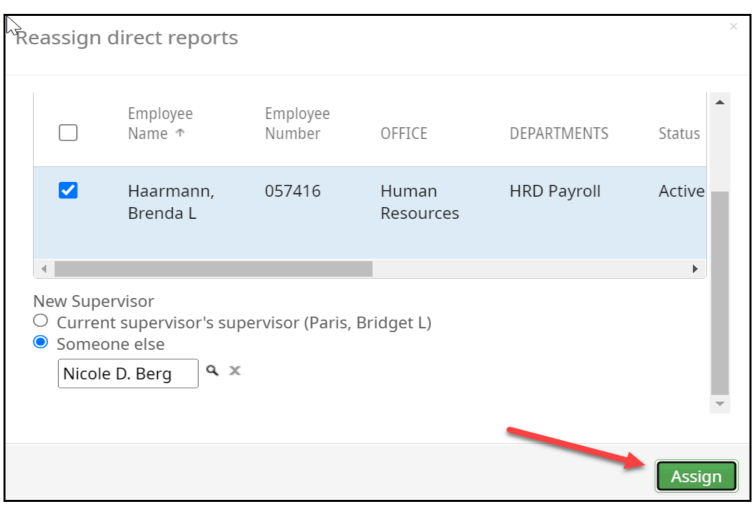
  - Check the ***Reassign Direct Reports*** box and additional fields will appear



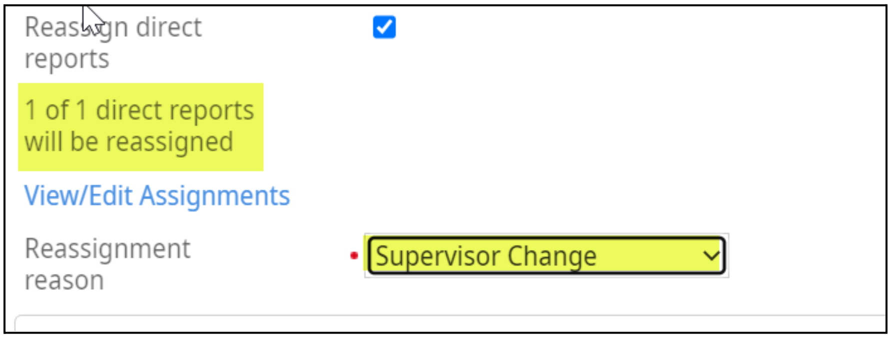
  - Click on View/Edit Assignments
  - A pop-up window will appear



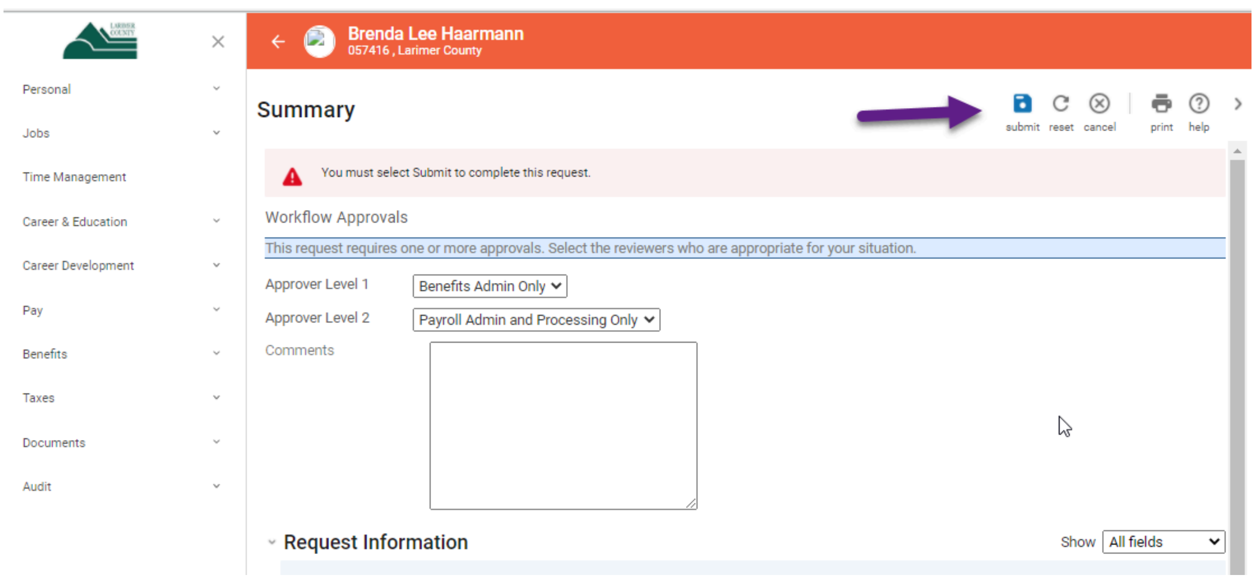
  - Check the box next to the names of all direct reports you wish to reassign
  - Under *New Supervisor*, click the button next to *Current supervisor's supervisor* **(OR)**
  - Click the button next to *Someone else,* click the magnifying glass next to the box and select the name of the new supervisor
  - Click the *Assign* box.



- The main termination screen will reappear and a message will indicate how many direct reports will be assigned.
- In the *Reassignment Reason* box, **SELECT *SUPERVISOR CHANGE*** (***DO NOT*** select Termination as the reason in this box; this will show in the Job History of the direct report and must show as a Supervisor Change).



- When all information on the Terminate Employee screen appears correct, click the **SAVE** button
- A Workflow Approval message will appear. **Please review to make sure all fields are entered correctly.**



- Click the Submit button.

- **COMPLETE FINAL STEPS:**
  - **UPLOAD ALL TERM DOCUMENTS**: Upload all related documents to Document Manager (Resignation Letter, Employee Separation Form, etc.) (see *Attaching Documents* guide for detailed instructions).
  - **DETERMINE PAYOUT AMOUNTS**: For regular employees, HR Payroll will enter payout amounts on the timesheet. PR Rep verifies the payout amounts on the employee's pay sheet.
    - **Vacation** – *remember if the employee did not work at least half the pay period, the current period's accruals are not received.*
    - **Holiday** – pay code "42-HOL PAYOUT" will be entered the total hours from the holiday accrual bank will be on the employee's last day. Remember 32 hrs is max payout
    - **Comp Time** – If the employee has a Comp bank, pay code "43-COMP PAYOUT" will be entered.
    - **Sick** – Determine sick time payouts by looking at length of service (see the Status/Key Dates tab). If <5 years, sick time is forfeited. If 5-10 yrs, employee will receive 35% of sick accrual balance. If 10+ yrs, employee will receive 50% of sick accrual balance**.** If the amount to be paid is <$2500, it will be paid out in the final paycheck. If >$2500, it will be placed in an HRA**.**
    - **NOTE: HRA SICK PAYOUTS ARE NOT ENTERED IN THE TIME SHEET!** The HR Payroll and Benefits teams will enter sick payouts directly in the pay sheet. You should still figure the sick time payout so that you can check it in your Pre-Check Detail report.
  - **CANCEL CONNECTIVITY ALLOWANCE STIPEND:** If the employee was receiving a Connectivity Allowance:
    - End date the Connectivity Allowance in the employee's earnings list in UKG.

Click on link below for instructions on Uploading Documents in Document Manager

UPLOADING DOCS IN DOCUMENT MANAGER