How to Terminate an Employee

The Employee Termination Wizard will guide you through terminating an employee. The employee will still be accessible to be rehired, as appropriate.

- Click on Employee Maintenance in your navigation panel.
- Click on Profile under Employee Information on the left side.
- Click on the Terminate button on the bottom right. This will display the Terminate the Employee Wizard screen.
1. **Last Pay Period**: by default, the dates of the current pay period are selected. *Click the down arrow* to select the last pay period the employee was active in.
   a. By selecting a past pay period, the name of the employee will no longer be shown in the list of employees.
   b. By selecting a future pay period, the name of the employee will remain in the list of employees until the selected pay period is closed.

2. **Termination Date**: by default, the last day of the pay period selected in step 1 is selected. *Click on the field* to enter the employee’s last date of employment.

3. **Termination Code**: N/A is the default and can be left as an option. *Click the down arrow* to select one of the reasons listed. This is not a required field.

4. **Active Code**: Terminated is the default. *Click the down arrow* to select a different active status from the list.

5. **Deactivate User Account**: *Click this box* to prevent the employee from doing anything in the system immediately.

6. **Export Override**: by default, Include Employee is selected. If the employee is not owed any more money (they have been paid their last check) and they do not need to be in export file going to payroll, *click the down arrow* and select Exclude Employee.

7. *Click Terminate* button on the bottom right.