

Terminations

Inputting a Termination

- 1 **Process > HR > Terminate.**
- 2 Choose the employee from the list.
- 3 Select a **template**, then click "**Start A Termination**".
- 4 Complete each section until "**Send to Next User**". This will prompt an internal review and finalization of the termination. During this review the employee will remain active in the system.
- 5 Don't forget to upload separation documents.

Final Payment

If you choose to process the employee's final payment with a manual check, please notify your payroll service representative to ensure proper recording for the W-2.

An unscheduled payroll can also be run in the event that the employee needs to be paid prior to the next scheduled payroll. A processing fee may apply.

