



Notes on Terminating Employees

Frequently, we have observed some problems that clients have experienced when an employee is terminated. We have seen cases where terminated employees still accrued vacation, some were even paid, some even had direct deposit go into their account. Here are some hints for recording terminating employees and ensuring that these type of things do not occur:

- (1) Stop Direct Deposit – when an employee leaves your company, you may still have some payroll adjustments that need to be made and you don't want the money to flow out to the employee! To ensure that this doesn't happen, stop the employee's direct deposit by changing the "end date" on the DirDep tab of the employee master to be the last payroll date of the employee. If you really want to be safe, delete the direct deposit information by clicking on the "X" symbol.

Direct Deposits - Manson, Hank (1115)

Transit	Account	Start Date	End Date	Amount
122000496	123456799	01/01/2000	01/31/2004	100.000000

Direct Deposits

Union Bank of California - 123456799 Che

Priority: 99
Start Date: 01/01/2000
End Date: 01/31/2004

ABA Routing: 122000496
Account: Union Bank of California
123456799 Checking

Amount Code: %
Amount: 100.00
Prenote Date: 01/01/2000
Name On Account: Manson, Hank

Exclude Special Checks

- (2) Zero out their Time Off Accruals – to keep your reports clean, zero out their time off accrual balances and change the “end date” to the last payroll date:

Insurance | Labor Allocation | Miscellaneous | Pay History | Picture | Prev Empl | Rates/Reviews | Skills | Status/Position | Taxes
 T01 | 401(k) | Accruals | Auto Pays | Deductions | Demographics | Dependents | Dir Dep | Education | Emergency | Events | Fringe | Information | Help

Accruals - Manson, Hank (1115)

Accrual	Start Date	End Date	Avail Hrs	Used Hrs	Last Accrue
VACB	02/12/2003	01/31/2004	0.00	20.00	01/12/2004

Accrual Information

VACB

Start Date: 02/12/2003 **End Date: 01/31/2004** Adj LOS Date: // Last Accrue: 01/12/2004

Override Rate: 0.00 Carry-Over Maximum: 0.00

Override Hours: 0.00

Override Amount: 0.00 Accrual Maximum: 0.00

	Balance	
	Hours	Dollars
Total	20.00	263.10
Used	20.00	0.00
Available	0.00	263.10

- (3) Stop any recurrings - ensure that you change the “end dates” of any recurring deductions, earnings, or fringes to the last payroll date:

Insurance | Labor Allocation | Miscellaneous | Pay History | Picture | Prev Empl | Rates/Reviews | Skills | Status/Position | Taxes
 T01 | 401(k) | Accruals | Auto Pays | **Deductions** | Demographics | Dependents | Dir Dep | Education | Emergency | Events | Fringe | Information | Help

Deductions - Manson, Hank (1115)

Code	Description	Amount	Comments
30	125 Medical	29.00	Paid to D2
40	401(k)	1000.00	Paid to D1

Edit Deduction

30 - 125 Medical Use Company Defined Rate/Calc

Calc Code: Rate/Amount: 29.00 Frequency: Last Taken: 12/15/2003 Start Date: 12/31/2002 **End Date: 01/31/2004**

Agency	Misc. Information	Goal	Paid	Minimum	Maximum	Ytd Max
D2		0.00	0.00	0.00	0.00	0.00

- (4) Setup termination date and remove from Payroll Groups – on the Status/Position tab, change the Emp Status to “T”, then enter the Term Date. Notice that the employee is still part of a Payroll Group. Press [F11] to save your changes.

Status - Manson, Hank (1115)

Employee Status

Emp Status	Empl Type	Pay Group
T		
Hire Date	Rehire Date	Adj Seniority
12/01/2002	//	//
LOS	Term Date	Term Reason
1 Year(s)	01/31/2004	

Home Department/Cost Centers

Branch	321	Jamaica Bay
Location	61	Rooms Department
Department	61-09	Reservations

Payroll Groups

Payroll Group	Description
A	Converted batch

Position Information

Position Code	Description	
Title		
EEO Class	Work Comp	Tipped?
9	8810	<input type="checkbox"/> OT Exempt

- (5) To remove the employee from a Payroll Group, after you have saved the information in Step (4), click on Reapply. The Payroll Group will be removed:

Status - Manson, Hank (1115)

Employee Status

Emp Status	Empl Type	Pay Group
T		
Hire Date	Rehire Date	Adj Seniority
12/01/2002	//	//
LOS	Term Date	Term Reason
1 Year(s)	01/31/2004	

Home Department/Cost Centers

Branch	321	Jamaica Bay
Location	61	Rooms Department
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Payroll Groups

Payroll Group	Description
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Position Information

Position Code	Description	
Title		
EEO Class	Work Comp	Tipped?
9	8810	<input type="checkbox"/> OT Exempt

These steps will ensure that any terminated employee will not receive any more compensation from your company, unless you want it to occur.