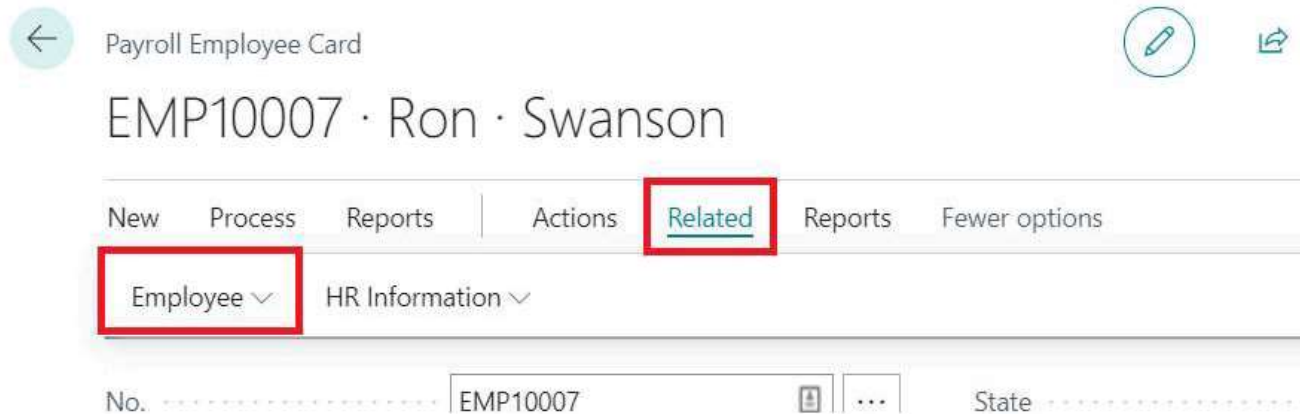


Termination Wizard

Modified on: Mon, 27 Dec, 2021 at 10:54 AM

Termination Wizard

Open the Employee Card for the Employee you wish to Terminate.
Select Related > Employee > Terminate Employee



Payroll Employee Card

EMP10007 · Ron · Swanson

New Process Reports Actions **Related** Reports Fewer options

Employee HR Information

No. EMP10007 State

Payroll Employee EMP1000

Additional Tax Setup

Process Procedure Payroll Codes

Employee User-Defined Codes

Dimensions

Comments

Ledger Entries

Hours Details

Employee PIO Approval Details

PTO Standard Hours Ledger

Employee Payroll Adjustments

Check Memo Setup

Employee Expense Allocation Template

Terminate Employee

Resource Card

Payroll Web Log

State

Statutory Employee

Job Title

Manager Payroll Employ...

Manager Name

Payroll Calc. Exclusion C...

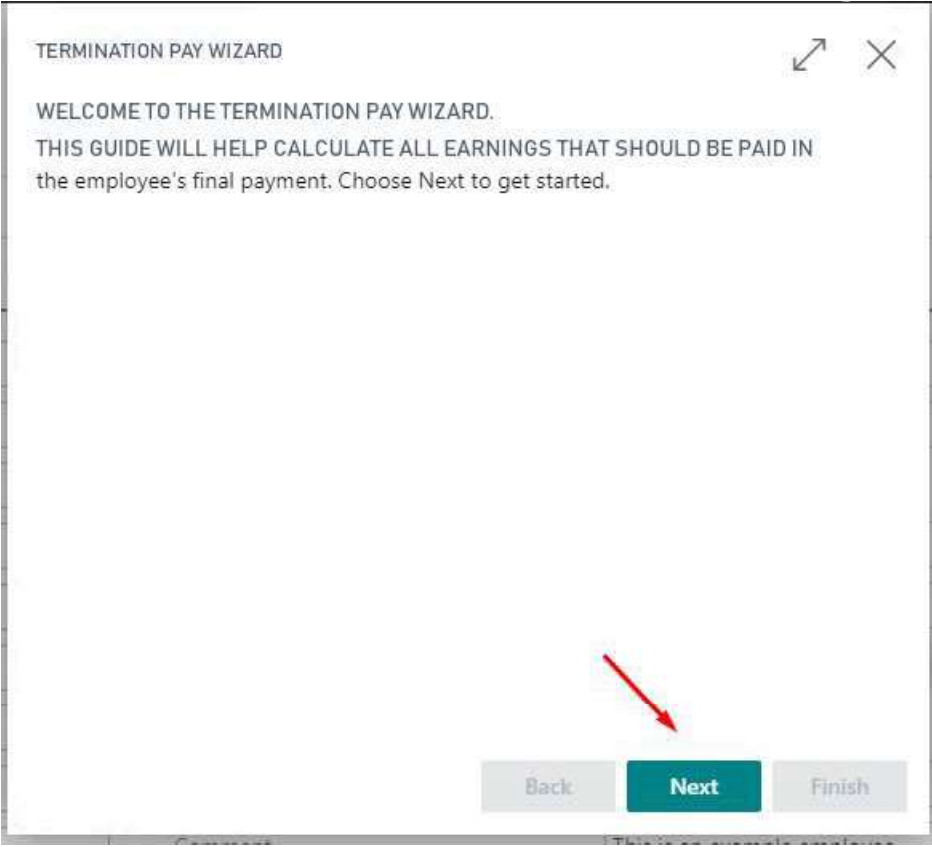
Blocked

Blocked Date

Comment

Comment 2

Select Next



TERMINATION PAY WIZARD

WELCOME TO THE TERMINATION PAY WIZARD.
THIS GUIDE WILL HELP CALCULATE ALL EARNINGS THAT SHOULD BE PAID IN
the employee's final payment. Choose Next to get started.

Back Next Finish

A red arrow points to the 'Next' button.

Select the Pay Cycle that the Employee is on along with the Last Pay Cycle Period

TERMINATION PAY WIZARD



Please specify the termination pay cycle.

Pay Cycle



Weekly

▼

Pay Cycle Period



Week 39 2020

...

Back

Next

Finish

Select the Termination Date and the Termination Reason Code. If you do not have a Reason Code you can add the correct one by drilling in and selecting New. Once your Reason has been selected Select Next

TERMINATION PAY WIZARD

Please specify the date of termination that should be entered into the employee's card.

Termination Date

9/23/2020

Termination Reason Code

RESIGNED

Code ↑	Description
→ RESIGNED	resigned
+ New	

Back

Next

Finish

You have the option to block employees from coming into future batches. You can also define a date for this to start. Select YES or NO. If you select YES you will have the option to pick a Block Date. Select Next

TERMINATION PAY WIZARD

↗

✕

Would you like to block the employee so they are not brought into future payroll batches?

Yes

☒

No

☐

Date to Block Employee

📅

Back

Next

Finish

Comment

This is an example employee

If you pay out accrued PTO you may want to opt to bring in their accrued balances. Select Yes or No and Next.

TERMINATION PAY WIZARD

Would you like to bring the employee's accrued PTO balances into the payroll document in order to pay them on accrued PTO time?

Yes ☒

No ☐

Back

Next

Finish

If you want to include the PTO accrued during the Termination Period select Yes. If not Select No.

TERMINATION PAY WIZARD



Would you like to include the PTO that will be accrued during the termination pay period?

Yes ☒

No ☐

[Back](#) [Next](#) [Finish](#)



Determine if this employee is eligible for rehire.

TERMINATION PAY WIZARD

Is this employee eligible for rehire?

Yes ☒

No ☐

Back Next Finish

Then Select Finish

TERMINATION PAY WIZARD

THAT'S IT!

The PTO time and regular time in this termination payroll document will now reflect the values you entered with this wizard.

Back Next Finish

TW0009