

Terminating an Employee
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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Terminating an Employee

Terminating an Employee Overview

The Agency enters termination information to allow the State to keep employee information current, report on terminated employees and prevent ex-employees from receiving payments.

Warning: Changes made to the employee record are effective immediately. HR/Payroll reports and inquiries, based on active employees, will not include employee records which have an inactive pay status or termination date. Address Book reports and inquiries, based on active search types will not include employee records which have an inactive search type. When you terminate an employee, you change the following fields and stop all benefits for the terminating employee:

- Pay Status
- Benefit Status
- Termination Date
- Position ID
- Employment Status
- Date Pay Stops

Note: The termination date changes the Search Type in the Address Book and makes the employee record red.

Note: The agency's Authorized Security Agent should be notified to make appropriate changes to Security and Batch Management. If this employee works in Procurement, ensure the appropriate changes are made to Approval Routes.

This work instruction shows how to:

- Terminate an Employee
- Make Changes After Final Update of Last Payroll

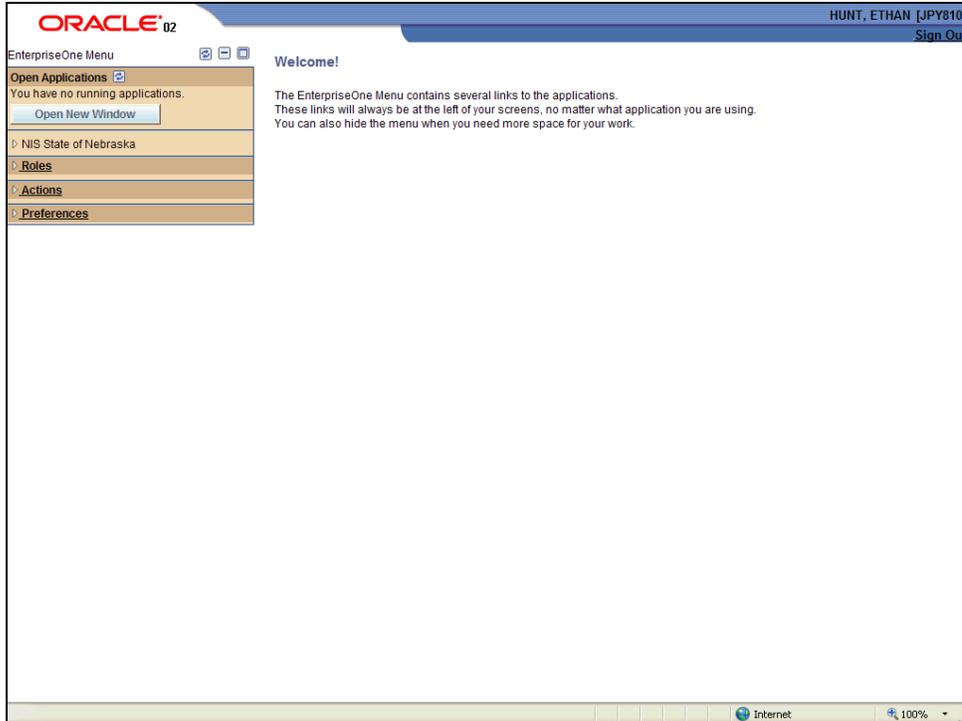
Terminating an Employee Lesson

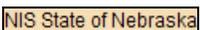
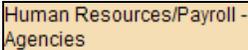
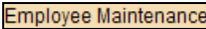
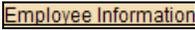
Procedure

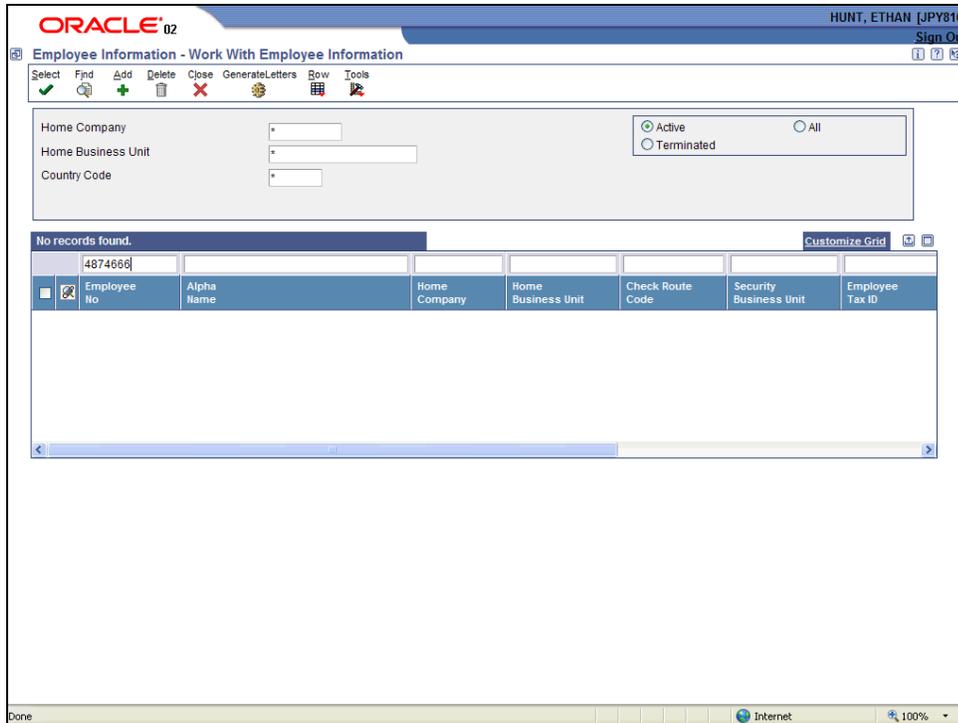
In this lesson you will learn the steps to take when terminating an employee.

Training Guide

Terminating an Employee



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.



Step	Action
6.	After entering your search criteria click the Find button. 
7.	Select the record by clicking the check box next to it. 
8.	Click the Select button. 

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Terminating an Employee

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Employee Information - Employee

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Employee Tax ID 999010002

N/A

Security Business Unit S650170000 DAS-NEBRASKA INFOR SYSTEMS

Home Company 10000 STATE GENERAL FUND

Check Route Code 6500250100 65 002 ST CAPITOL

Pay Frequency B BI-WEEKLY

Pay Status 0

Employee Benefit Status A ACTIVE

Benefit Group NAPE-B NAPE/AFSCME-BIWEEKLY Adj. Service Date 06/15/2009

Original Hire Date 06/15/2009 Agency Original Hire Date 06/15/2009

Leave Begin Date Leave End Date

Expected Recall Date Termination Date

Date Pay Starts 06/15/2009 Date Pay Stops

Data Protection Standards

N/A

Enrollment Date Code

Upon Termination

N/A

Country of Employment

Country US UNITED STATES

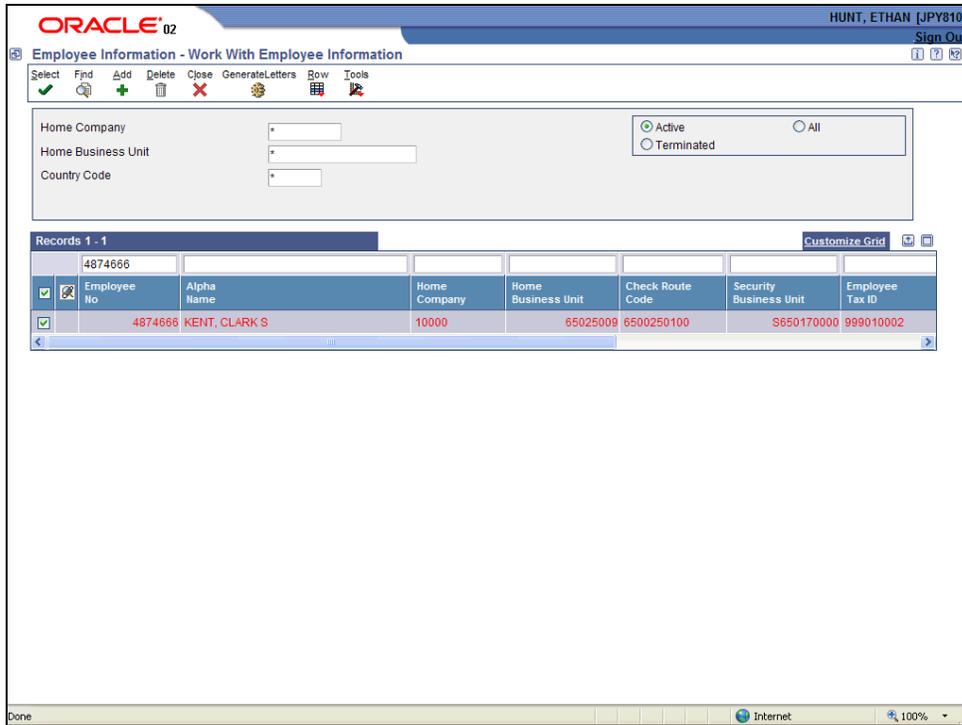
Done Internet 100%

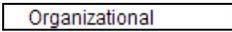
Step	Action
9.	Enter "9" into the field. "9" is Terminating-This Is Last Check .
10.	Enter "X" into the Employee Benefit Status field. "X" is Terminated .
11.	Enter the date of the termination in the Termination Date field.
12.	Enter the last day of the employee's last pay period date in the Date Pay Stops field.
13.	Click the OK button. 

Step	Action
14.	Enter the effective date of the termination in the Effective On field.
15.	Enter the appropriate reason code in the Change Reason field. Use the Visual Assist tool if necessary.
16.	Click the OK button. 

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Terminating an Employee



Step	Action
17.	Click the Row button. 
18.	Click the Organizational menu. 

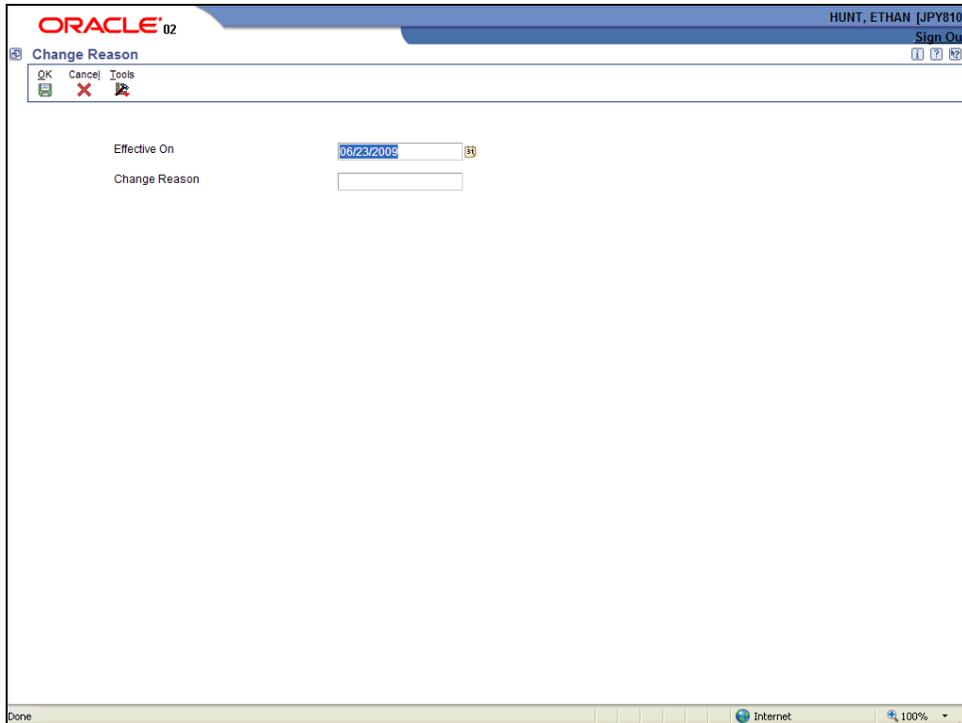
The screenshot shows the Oracle HR system interface for 'Employee Information - Organizational Assignment'. The employee is KENT, CLARK S (Employee No. 4874666). The supervisor is UTLEY, MICHAEL (100546). The current employment status is 'FULL-TIME REGULAR'. The form includes fields for dates, job codes, and organizational details.

Employee No.	4874666	KENT, CLARK S
Last Start Date	06/15/2009	
Supervisor	100546	UTLEY, MICHAEL
Home Business Unit	65025009	NIS
Mentor		
Team		DEFAULT
Position ID		Date in Current Position ID 06/15/2009
Job Code	G07092	IT Manager I
Working Title		Date in Current Job 06/15/2009
Barg Unit	G	MANAGEMENT GROUP
EEO Job Category	A	OFFICIALS AND ADMINISTF
Employment Status	<input type="text" value="FULL-TIME REGULAR"/>	Full Time Equivalents 1.00
Date Pay Starts	06/15/2009	Date Pay Stops 06/20/2009
Organizational Business Unit		Last Competency Review Date
% Competency Achieved	.00	
N/A	.000	Last Review Date
Last Review Type		Next Review Date
Next Review Type		

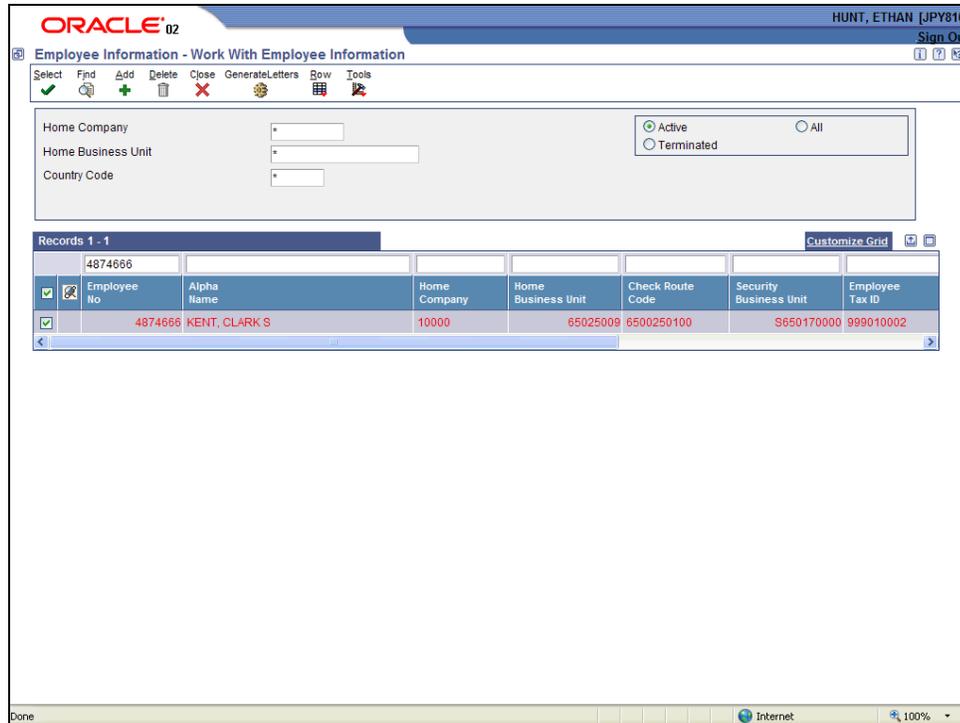
Step	Action
19.	Change the Employment Status field to " S ".
20.	Click the OK button. 

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Terminating an Employee



Step	Action
21.	Enter the effective date of the termination in the Effective On field.
22.	Enter the appropriate reason code in the Change Reason field. Use the Visual Assist tool if necessary.
23.	Click the OK button. 



Step	Action
24.	Click the Close button. 
25.	You have successfully completed this lesson. End of Procedure.

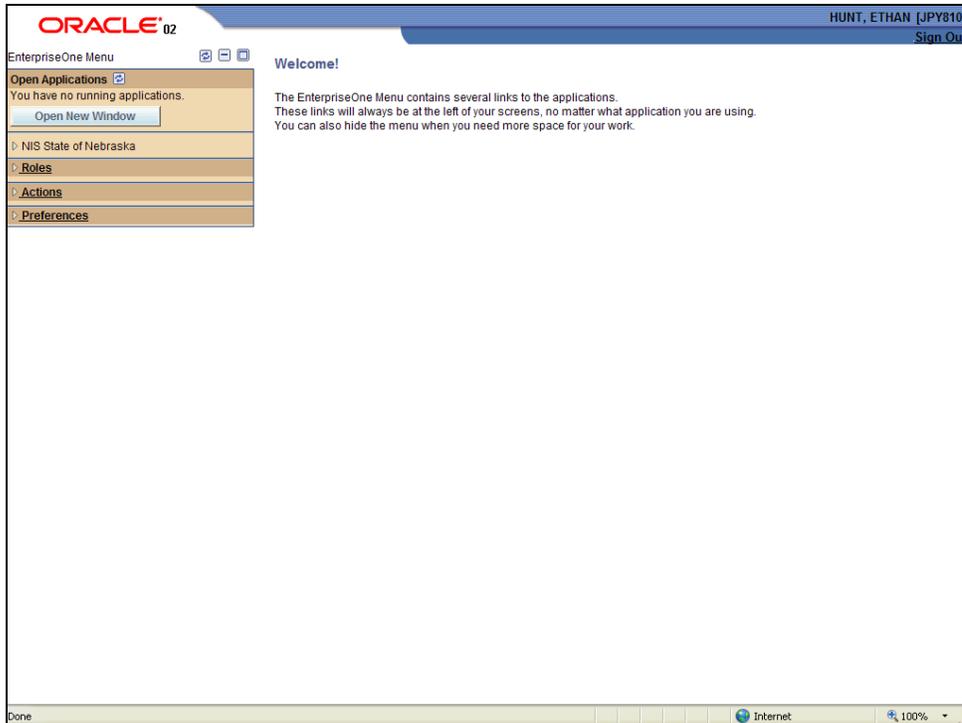
Changes After Final Update of Last Payroll Lesson

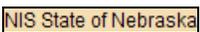
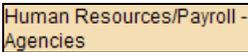
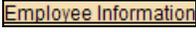
Procedure

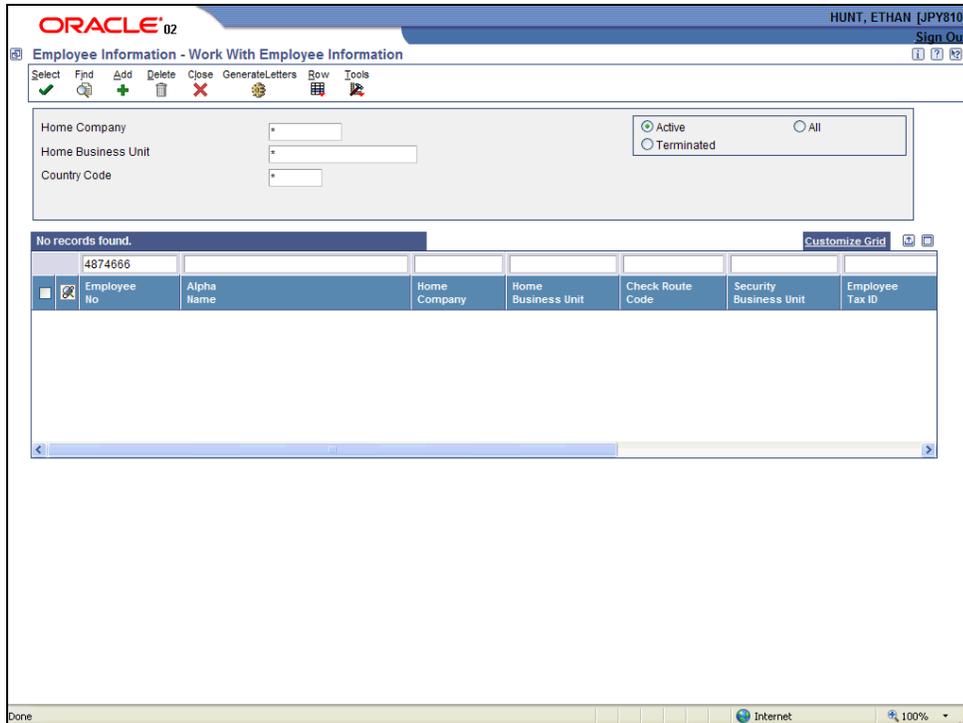
In this lesson you will learn the steps to take after the final update of the last payroll of a terminated employee.

Training Guide

Terminating an Employee



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.



Step	Action
6.	Click the All option. <input type="radio"/>
7.	After entering your search criteria click the Find button. 
8.	Select the record by clicking the check box next to it. <input type="checkbox"/>
9.	Click the Select button. <input checked="" type="checkbox"/>

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Terminating an Employee



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Employee Information - Employee

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Employee Tax ID 999010002

N/A

Security Business Unit S650170000 DAS-NEBRASKA INFOR SYSTEMS

Home Company 10000 STATE GENERAL FUND

Check Route Code 6500250100 65 002 ST CAPITOL

Pay Frequency B BI-WEEKLY

Pay Status TERMINATING-THIS IS LAST CHECK

Employee Benefit Status X TERMINATED

Benefit Group NAPE-B NAPE/AFSCME-BIWEEKLY Adj. Service Date 06/15/2009

Original Hire Date 06/15/2009 Agency Original Hire Date 06/15/2009

Leave Begin Date Leave End Date

Expected Recall Date Termination Date 06/17/2009

Date Pay Starts 06/15/2009 Date Pay Stops 06/20/2009

Data Protection Standards

N/A

Enrollment Date Code

Upon Termination

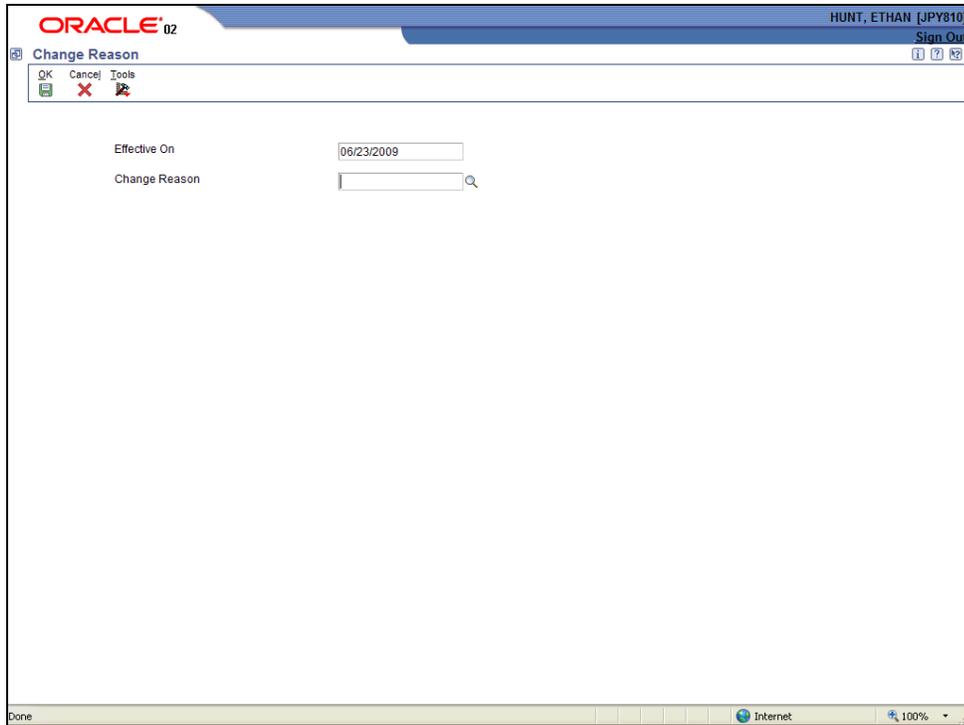
N/A

Country of Employment

Country US UNITED STATES

Done Internet 100%

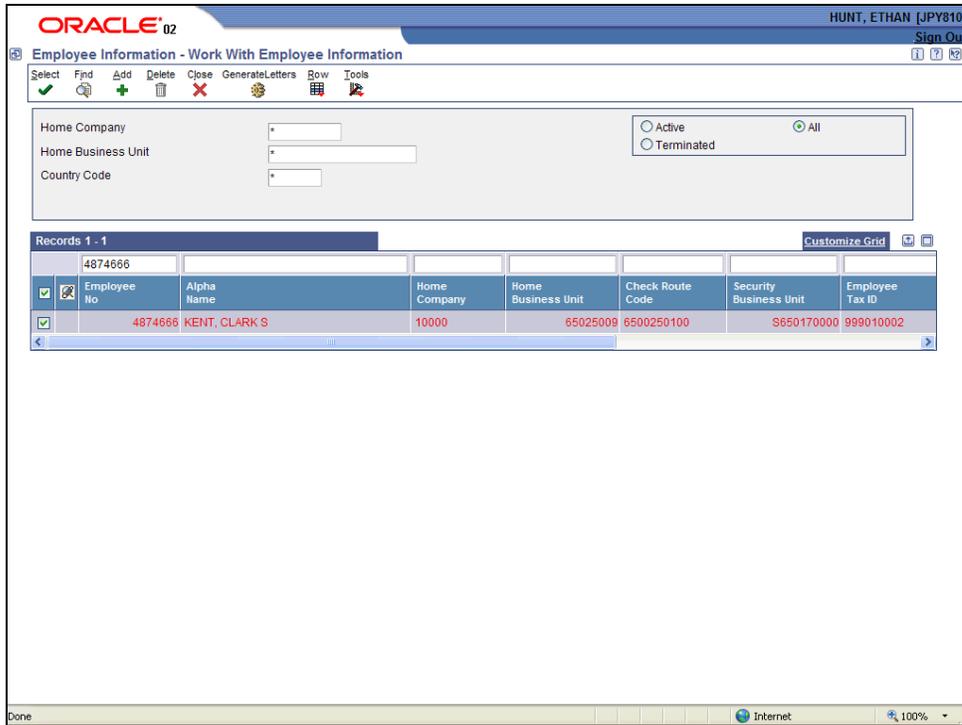
Step	Action
10.	Change the Pay Status field to " T ". " T " is Terminated .
11.	Click the OK button. 



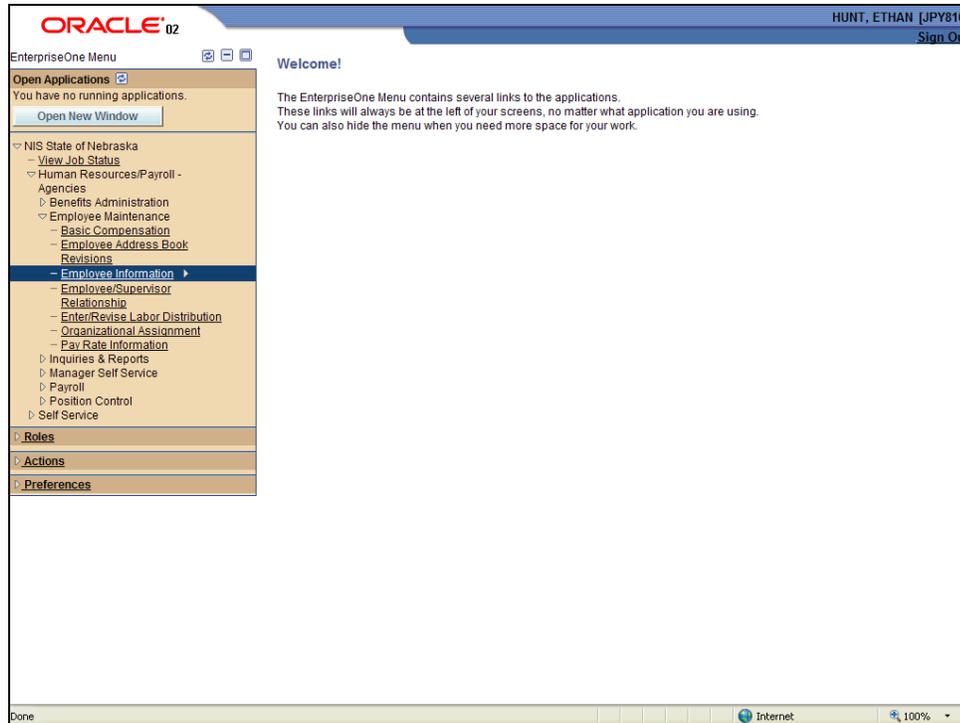
Step	Action
12.	Enter the appropriate reason code in the Change Reason field. Use the Visual Assist tool if necessary.
13.	Click the OK button. 

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Terminating an Employee



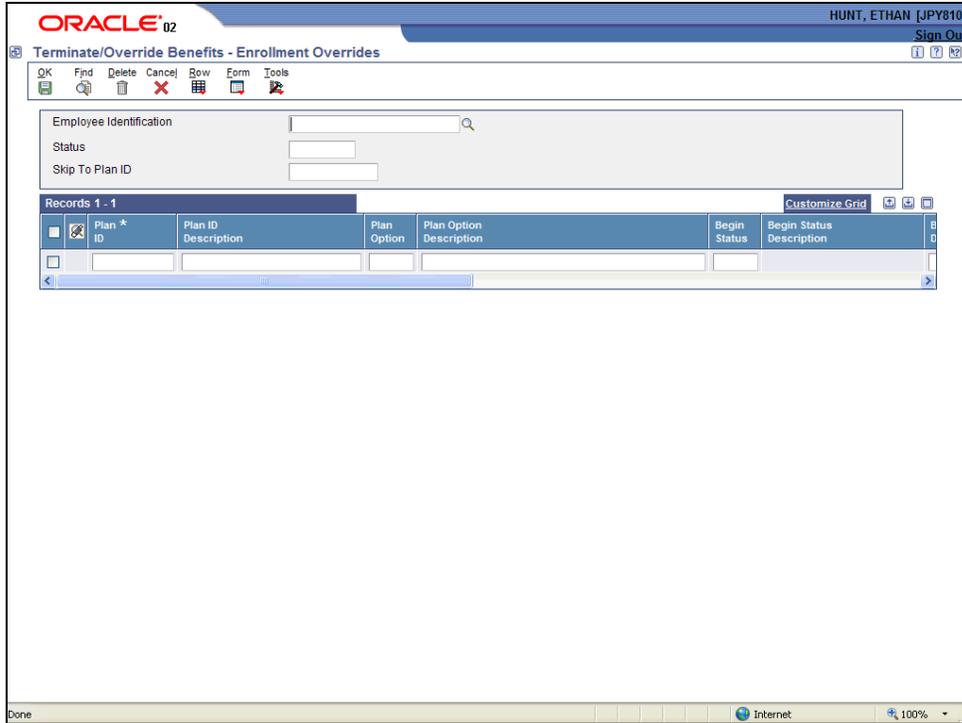
Step	Action
14.	Click the Close button.

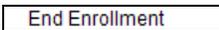


Step	Action
15.	Click the Benefits Administration link. Benefits Administration
16.	Click the Terminate/Override Benefits link. Terminate/Override Benefits

Training Guide

Terminating an Employee



Step	Action
17.	Enter the address book number of the terminated employee in the Employee Identification field.
18.	Click the Find button. 
19.	Click the Form button. 
20.	Click the End Enrollment menu. 

The screenshot shows the Oracle HR system interface for terminating an employee. The window title is "ORACLE 02" and the user is "HUNT, ETHAN [JPY810]". The form is titled "Terminate/Override Benefits - Stop - Override Date and Status (Form)". The form contains the following fields:

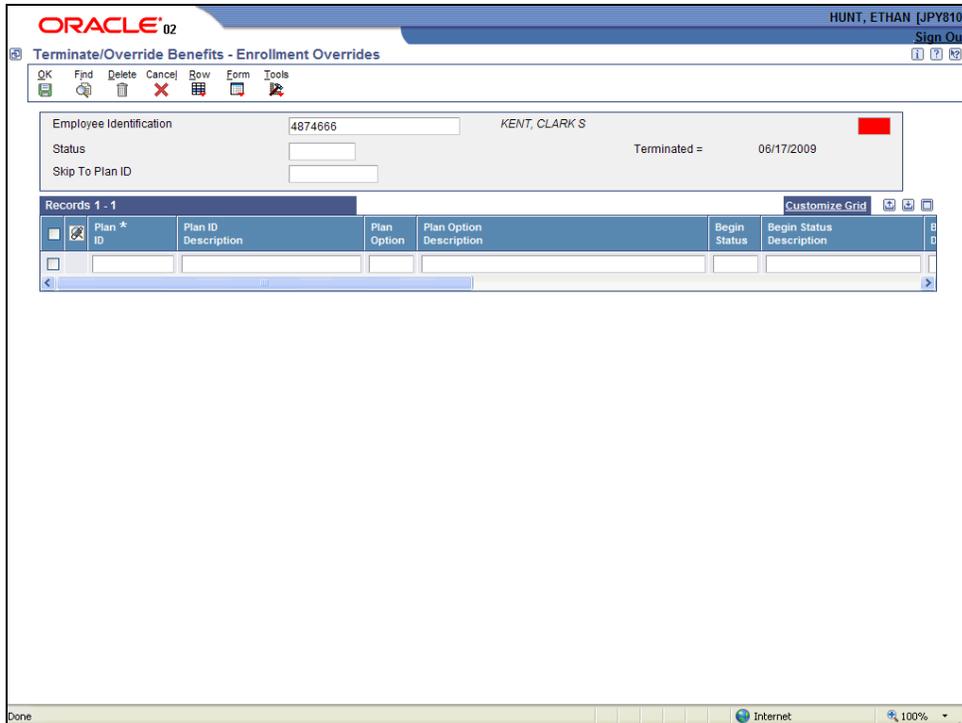
- Employee No.: 4874666
- Enrollment End Date *: 06/23/2008
- Enrollment End Status *: (empty)

The employee name is "KENT, CLARK S". The window has "OK", "Cancel", and "Tools" buttons at the top left. The status bar at the bottom shows "Done" and "Internet 100%".

Step	Action
21.	Enter the last day of the pay period in which the employee terminates in the Enrollment End Date field.
22.	Enter " TRX " into the Enrollment End Status field.
23.	Note: This will end ALL of the employee's enrollments with the same end date and TRX End Status.
24.	Click the OK button. 

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Terminating an Employee



Step	Action
25.	Click the Cancel button. 
26.	You have successfully completed this lesson. End of Procedure.