Terminating an Employee
Created on Monday, August 03, 2009

NIS Policies

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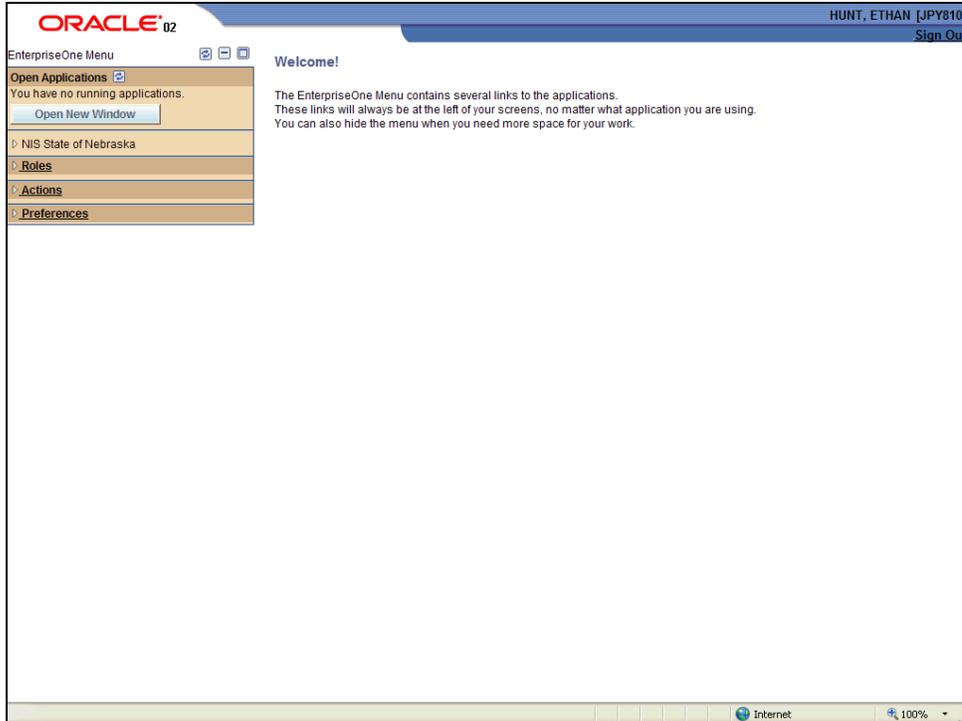
- Terminate an Employee
- Make Changes After Final Update of Last Payroll
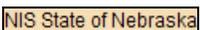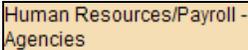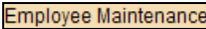
Terminating an Employee Lesson

Procedure

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

Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information
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.

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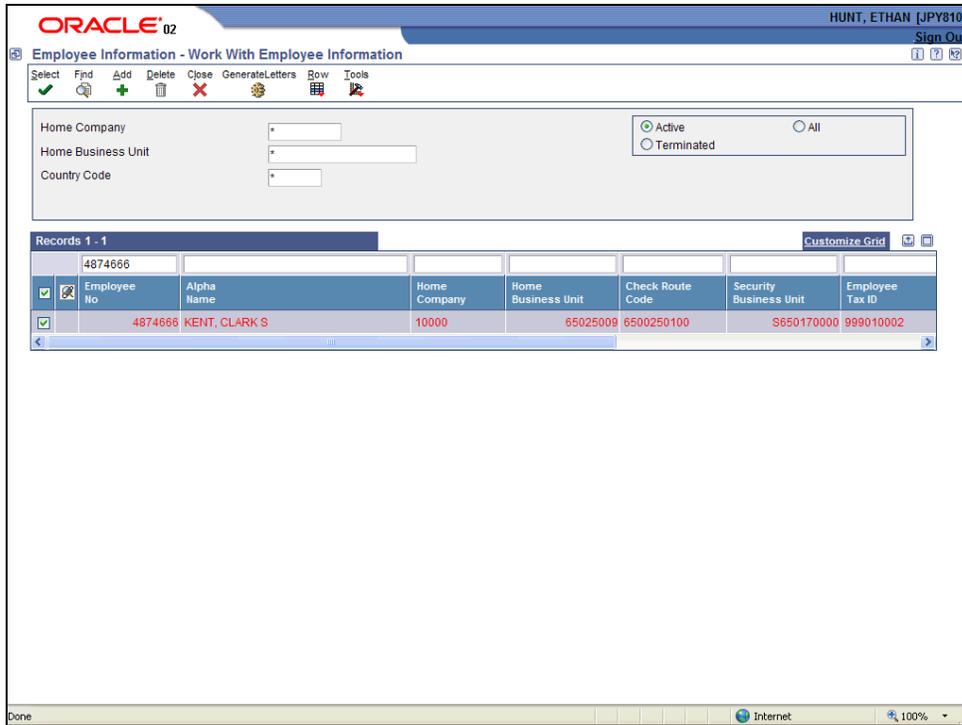
Step	Action
17.	Click the **Row** button.
18.	Click the **Organizational** menu. Organizational

Step	Action
19.	Change the **Employment Status** field to "**S**".
20.	Click the **OK** button.
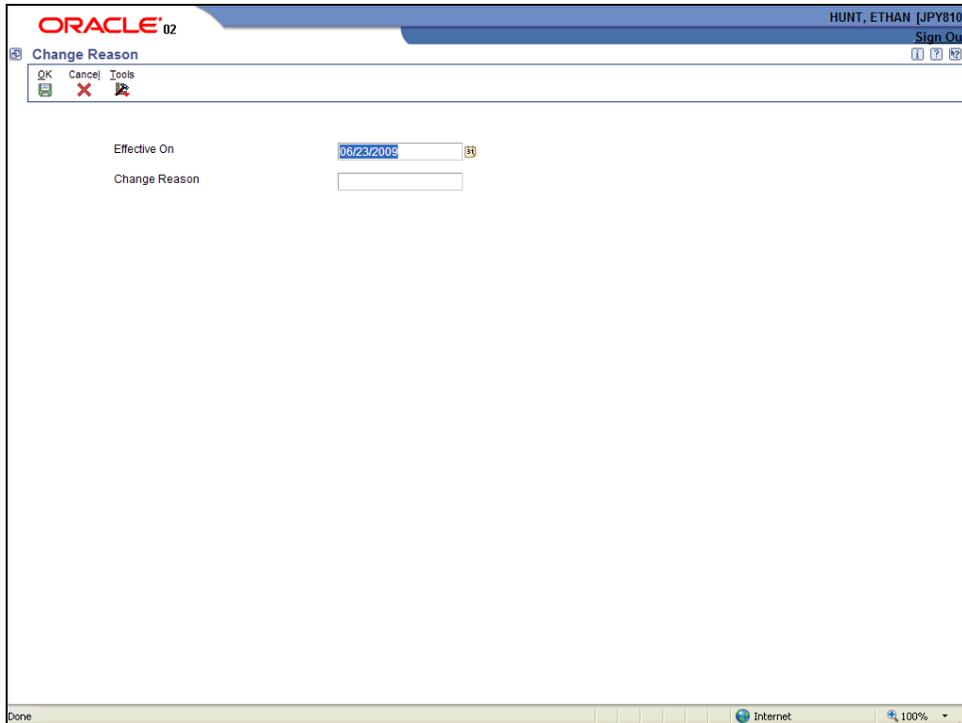
Step	Action
21.	Enter the effective date of the termination in the **Effective On** field.
22.	Enter the appropriate reason code in the **Change Reason** field. Use the **Visual Assist** tool if necessary.
23.	Click the **OK** button.
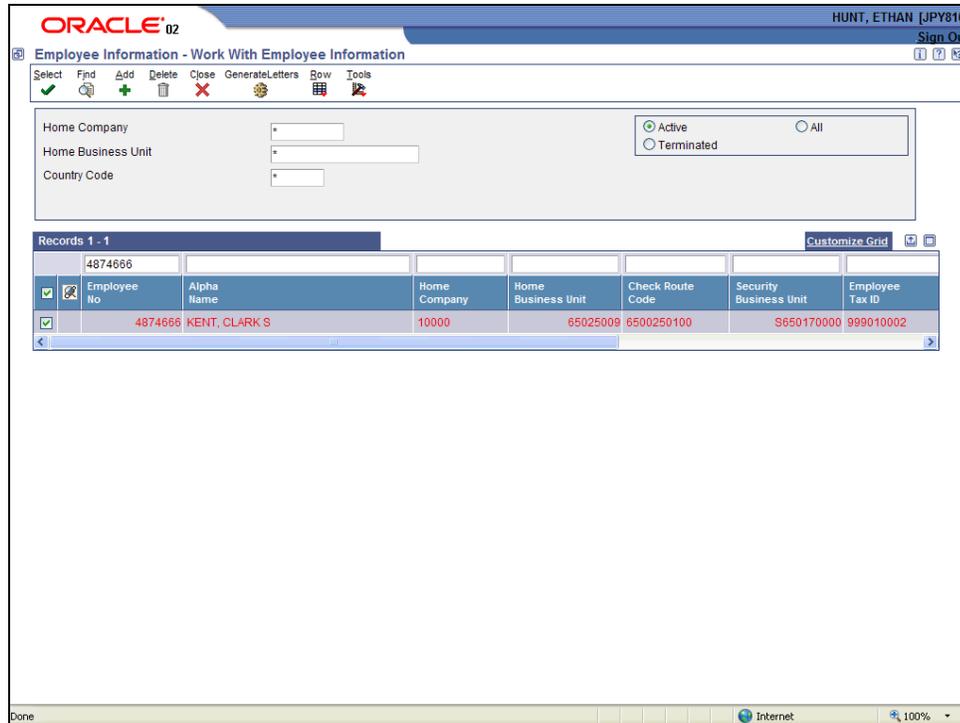
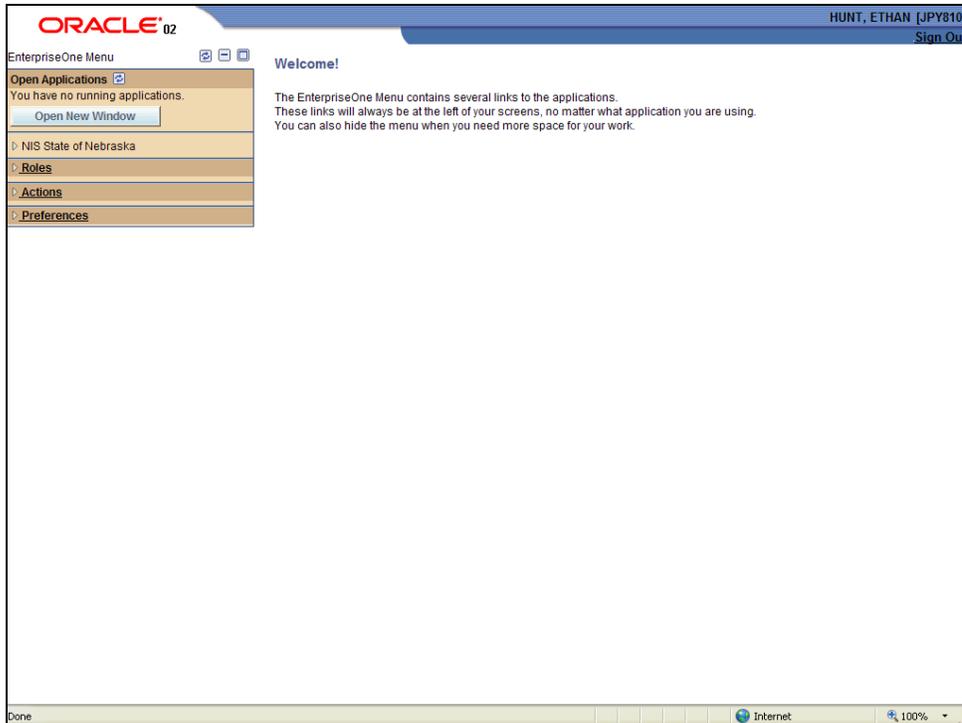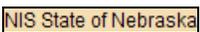| Step	Action
24.	Click the **Close** button.
25.	You have successfully completed this lesson. **End of Procedure.**

Changes After Final Update of Last Payroll Lesson

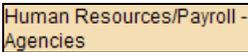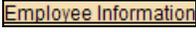**Procedure**
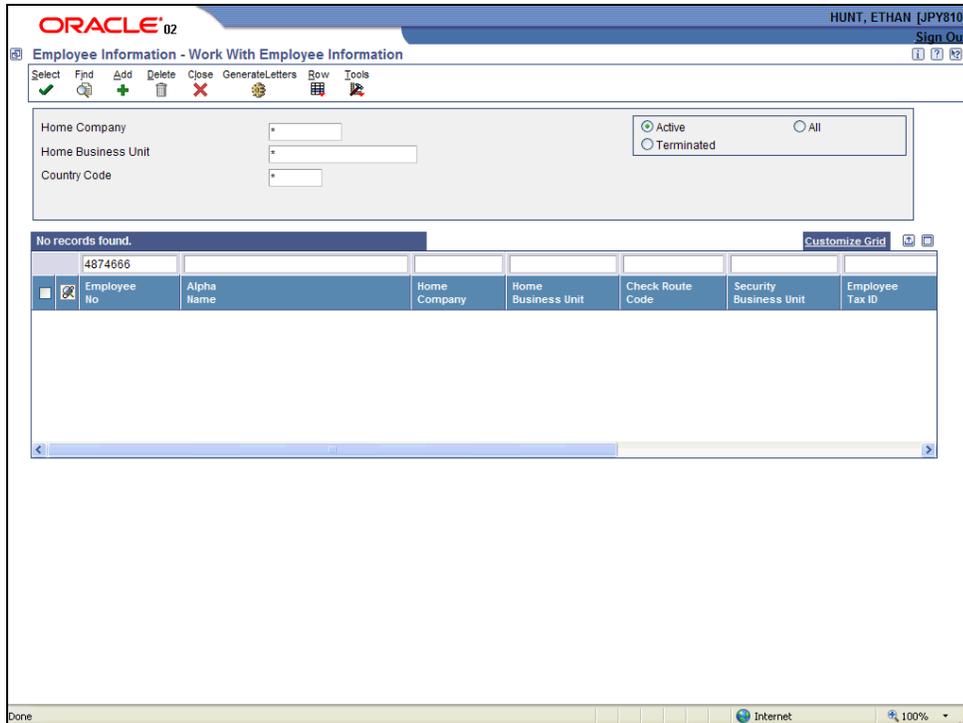
In this lesson you will learn the steps to take after the final update of the last payroll of a terminated employee.

Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information
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.
7.	After entering your search criteria click the **Find** button.
8.	Select the record by clicking the check box next to it.
9.	Click the **Select** button.

Step	Action
10.	Change the **Pay Status** field to "**T**". "**T**" is **Terminated**.
11.	Click the **OK** button.
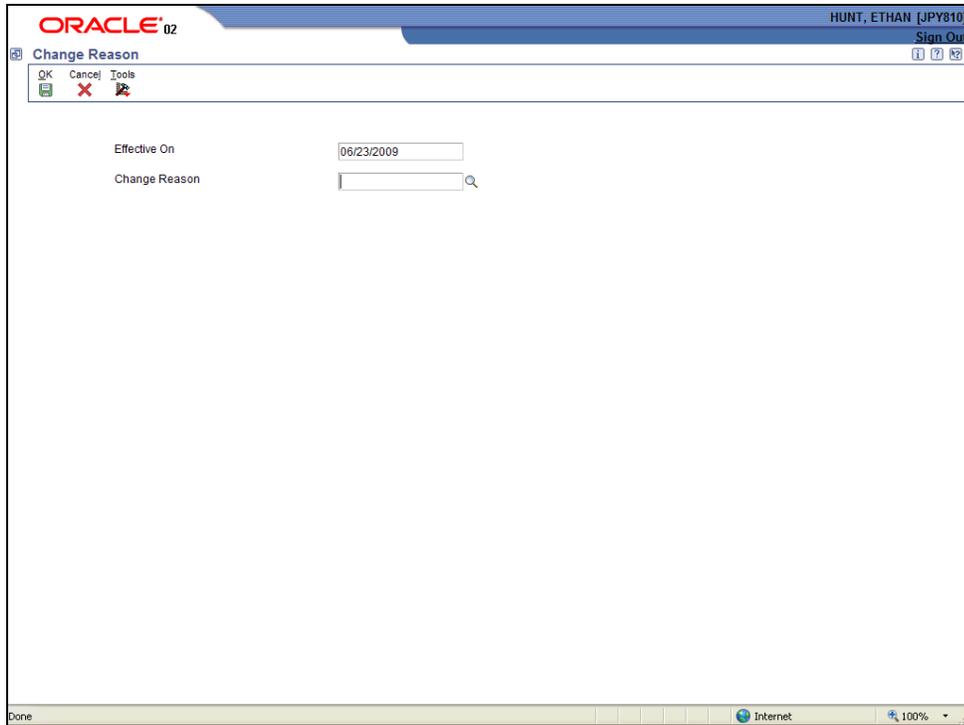
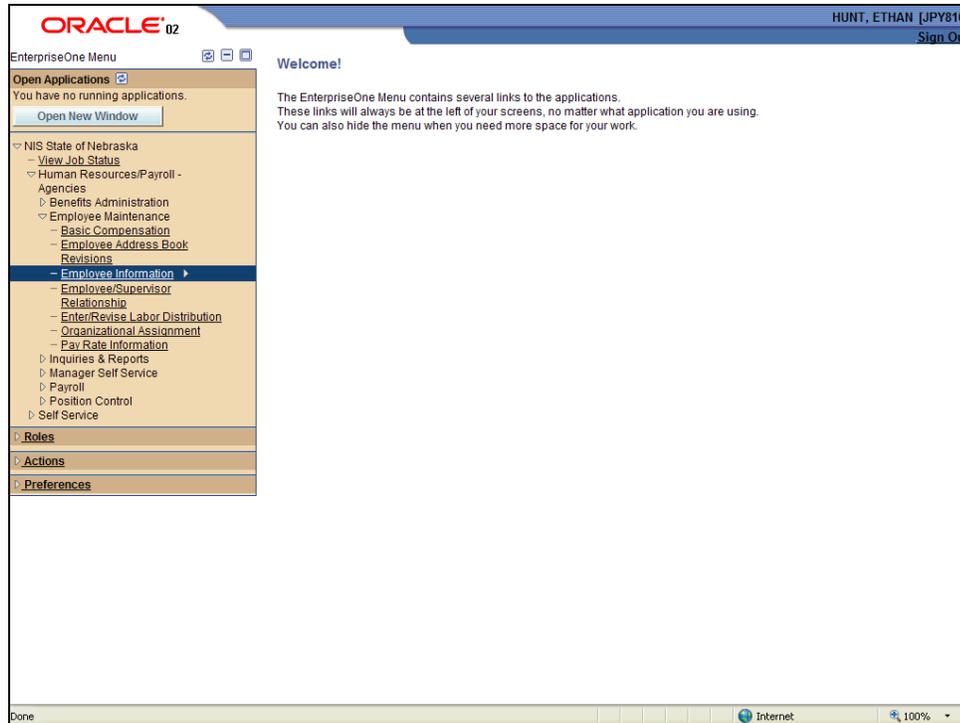| Step	Action
12.	Enter the appropriate reason code in the **Change Reason** field. Use the **Visual Assist** tool if necessary.
13.	Click the **OK** button.
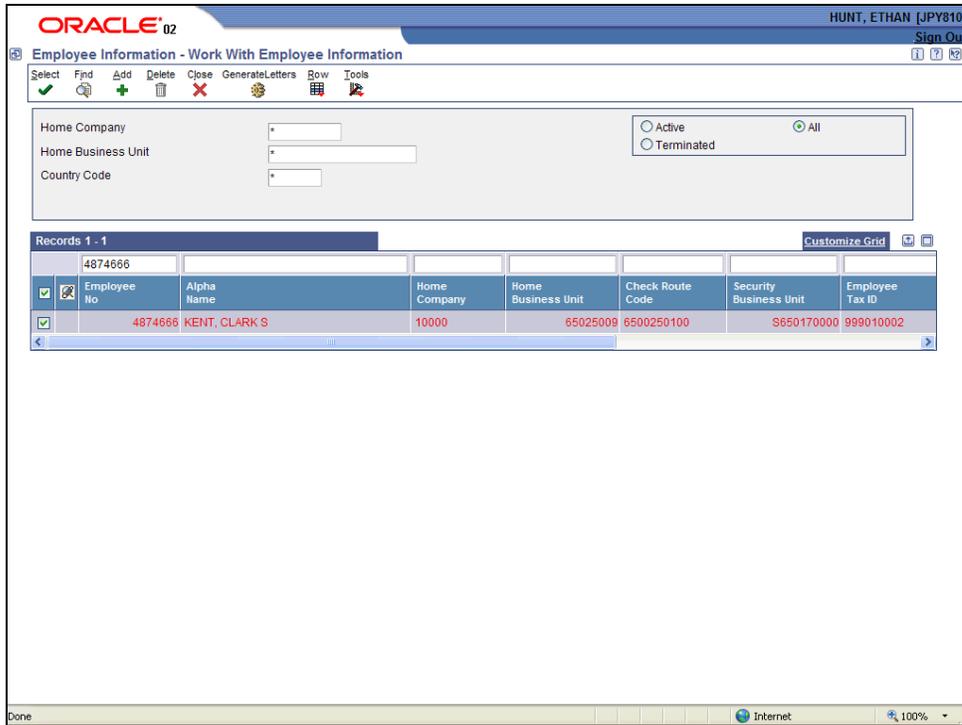
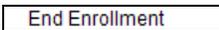| Step	Action
14.	Click the **Close** button.

Step	Action
15.	Click the **Benefits Administration** link. Benefits Administration
16.	Click the **Terminate/Override Benefits** link. Terminate/Override Benefits
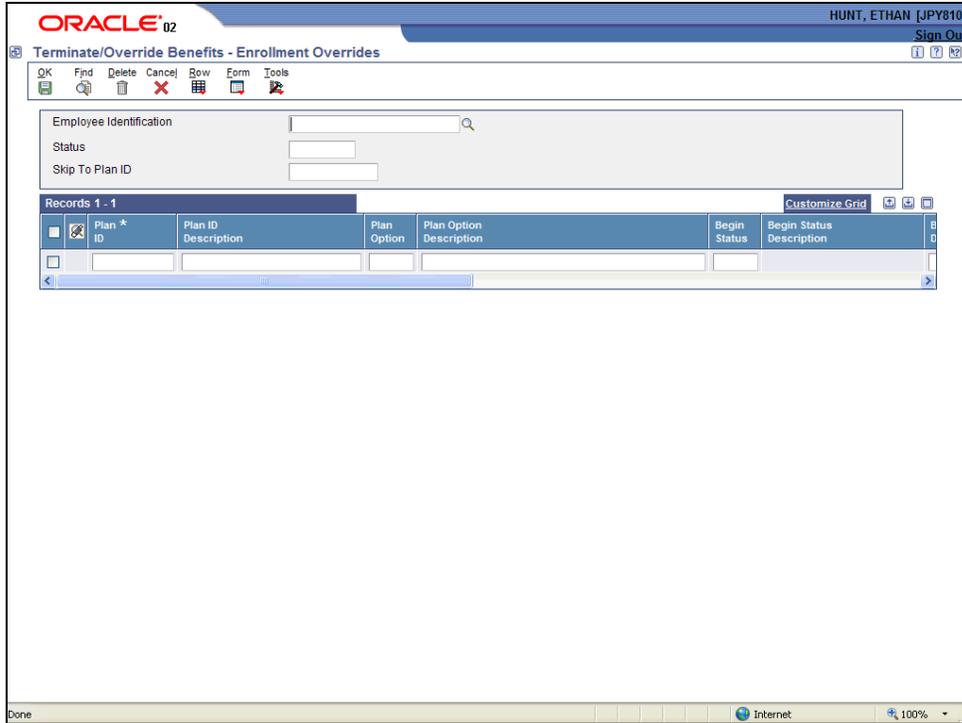
Step	Action
17.	Enter the address book number of the terminated employee in the **Employee Identifcation** field.
18.	Click the **Find** button.
19.	Click the **Form** button.
20.	Click the **End Enrollment** menu.

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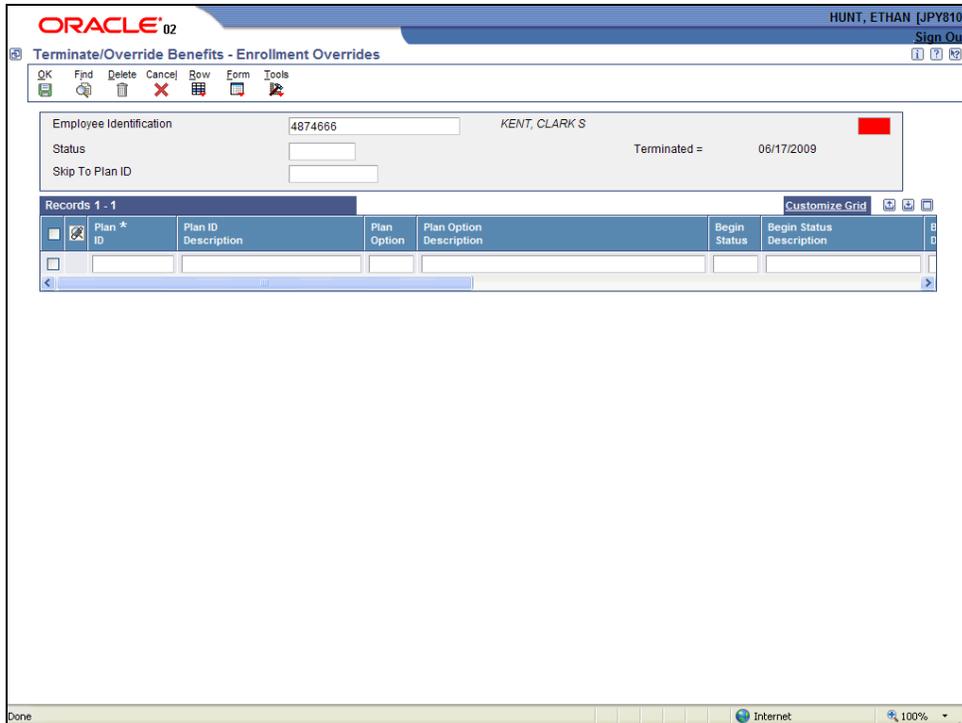
Step	Action
25.	Click the **Cancel** button.
26.	You have successfully completed this lesson. **End of Procedure.**