

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Change Employee's Pay Status</p>	<p> 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.</p> <p>Navigation</p> <p>Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information</p> <p>Steps</p> <p>Start from the Employee Information – Work With Employee Information window.</p> <ol style="list-style-type: none"> 1. Click Find. 2. Choose the employee to be terminated on the grid. 3. Click Select. The Employee Information – Employee window appears. 4. Change the following: <ul style="list-style-type: none"> • Pay Status – 9 - Terminating, this is Last check. 5. Click OK. The Employee Information – Change Reason window appears. 6. Complete the following fields: <ul style="list-style-type: none"> • Effective On – the effective date of the termination • Change Reason – Enter appropriate change reason code. 7. Click OK. 8. Click Close.

To	Do This
<p>Complete the Termination Process after Final Update (after the employee has received all pay due)</p>	<p>Navigation</p> <p>Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information</p> <p>Steps</p> <p>Start from the Employee Information – Work with Employee Information window.</p> <ol style="list-style-type: none"> 1. Click Find. 2. Choose the employee to be terminated on the grid. 3. Click Select. The Employee Information – Employee window appears. 4. Change the following: <ul style="list-style-type: none"> • Pay Status – T – Terminated

	<ul style="list-style-type: none"> • Employee Benefit Status – X – Terminated • Termination Date <p>5. Click OK. The Employee Information – Change Reason window appears.</p> <p>6. Complete the following fields:</p> <ul style="list-style-type: none"> • Effective On – the effective date of the termination • Change Reason – Enter appropriate Change Reason code. <p>7. Click OK.</p> <p>8. Click Row, Organizational.</p> <p>9. Change the following:</p> <ul style="list-style-type: none"> • Position ID – Blank • Employment Status – S (Terminated) • Date Pay Stops – This should be the last day of the Employee’s last pay period date <p>10. Click OK. The Employee Information – change Reason window appears.</p> <p>11. Complete the following fields:</p> <ul style="list-style-type: none"> • Effective On – the effective date of the termination • Change Reason – Enter appropriate Change Reason code. <p>12. Click OK.</p> <p>13. Click Close.</p>
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To	Do This
<p>Stop All Benefits (After Final Update)</p>	<p>Navigation</p> <p>Human Resources and Payroll – Agencies > Benefits Administration > Terminate/Override Benefits</p> <p>Steps</p> <p>Start from the Terminate/Override Benefits – Enrollment Overrides window.</p> <ol style="list-style-type: none"> 1. Enter the Employee number of the terminating employee in the Employee Identification field and click Find. 2. Click Form, End Enrollment. 3. On the Terminate/Override Benefits – Stop – Override Date and Status Form, enter the Enrollment End Date and Enrollment End Status (TRX). 4. Click OK. 5. Click OK. <p> This will end ALL of the employee’s enrollments with the same end date and TRX End Status.</p>