

## 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.

 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. 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

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

 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

### 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/>.

## Navigation

NIS State of Nebraska > Human Resources and Payroll - Agencies > Employee Maintenance > Employee Information

## Steps

### Terminating An Employee

Start this instruction from the Employee Information – Work with Employee Information window.

1. Enter all or part of the employee name in the QBE (query-by-example) line directly above the Alpha Name column in the grid.
2. Click **Find**.

The screenshot shows the PeopleSoft interface for 'Employee Information - Work With Employee Information'. At the top, there is a search area with three input fields: 'Home Fund', 'Home Business Unit', and 'Country Code'. To the right of these fields are two radio buttons: 'Active' (selected) and 'All'. Below the search area, a status bar indicates 'No records fetched.' and a 'Customize Grid' button. Below the status bar is a table grid with the following columns: Employee No, Alpha Name, Check Rte Code, Security Business, Home Fund, Home Business Unit, Employee Tax ID, and N/A. The grid is currently empty.

3. Choose the employee to be terminated.
4. Click **Select**. The Employee Information – Employee window appears.

PeopleSoft. Employee Information - Employee

Employee No. 107351 TEST, BARBARA A  
Employee Tax ID 184488121

N/A  
Security Business Unit S130000000 DEPT OF EDUCATION  
Home Fund 10000 STATE GENERAL FUND  
Check Route Code 1300450400 13 004 REG V OFC  
Pay Frequency M Monthly  
Pay Status 0  
Employee Benefit Status A Active  
Benefit Group EDUC-M EDUCATION, DEPT. OF-MONTHLY Adj. Service Date 01/16/2001

Original Hire Date 11/01/1998 Agency Original Hire Date 01/16/2001  
Leave Begin Date Leave End Date  
Expected Recall Date Termination Date  
Date Pay Starts 06/30/2002 Date Pay Stops

Data Protection Standards  
N/A  
N/A

Upon Termination  
 N/A  
Country of Employment  
Country US UNITED STATES

5. Complete the following fields:

- Pay Status – **9** – Terminating-This Is Last Check
- Employee Benefit Status – **X** – Terminated
- Termination Date
- Date Pay Stops – enter the last day of the Employee's last pay period date.

6. Click **OK**. The Employee Information – Change Reason window appears.

PeopleSoft. Change Reason

Effective On 01/06/2006  
Change Reason

7. Complete the following fields:

- Effective On – the effective date of the termination
- Change Reason – Enter appropriate Change Reason code. Use Visual assist if needed.

8. Click **OK** to return to the Employee Information – Employee window.

9. Click **Row, Organizational**. The Employee Information – Employee Assignment window appears.

10. Change the following:

- Position ID – Blank
- Employment Status – S (Terminated)

11. Click **OK**. The Employee Information – Change Reason window appears.

12. Complete the following fields:

- Effective On – the effective date of the termination
  - Change Reason – Enter appropriate Change Reason code. Use Visual assist if needed.
13. Click **OK** to return to the Employee Information – Employee Assignment window.
  14. Click **Close**.

## Changes After Final Update of Last Payroll

Navigation: NIS State of Nebraska > Human Resources and Payroll - Agencies > Employee Maintenance > Employee Information

Start this instruction from the Employee Information – Work with Employee Information window.

1. Enter all or part of the employee name in the QBE (query-by-example) line directly above the Alpha Name column in the grid.
2. Click **Find**.

The screenshot shows the PeopleSoft interface for 'Employee Information - Work With Employee Information'. At the top, there is a search area with three input fields: 'Home Fund', 'Home Business Unit', and 'Country Code'. To the right of these fields are radio buttons for 'Active' (selected) and 'All', and a radio button for 'Terminated'. Below the search area, a message states 'No records fetched.' Below this message is a grid with the following columns: Employee No, Alpha Name, Check Rte Code, Security Business, Home Fund, Home Business Unit, Employee Tax ID, and N/A. The grid is currently empty.

3. Choose the employee to be terminated.
4. Click **Select**. The Employee Information – Employee window appears.

Employee No. 107351 TEST, BARBARA A  
 Employee Tax ID 184488121  
 N/A  
 Security Business Unit S130000000 DEPT OF EDUCATION  
 Home Fund 10000 STATE GENERAL FUND  
 Check Route Code 1300450400 13 004 REG V OFC  
 Pay Frequency M Monthly  
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 Benefit Group EDUC-M EDUCATION, DEPT. OF-MONTHLY Adj. Service Date 01/16/2001  
 Original Hire Date 11/01/1998 Agency Original Hire Date 01/16/2001  
 Leave Begin Date Leave End Date  
 Expected Recall Date Termination Date  
 Date Pay Starts 06/30/2002 Date Pay Stops  
 Data Protection Standards  
 N/A  
 N/A  
 Upon Termination  
 N/A  
 Country of Employment  
 Country US UNITED STATES

5. Change the Pay Status field:
  - Pay Status – T – Terminated

**Navigation:** Human Resources and Payroll - Agencies > Benefits Administration > Terminate/Override Benefits

Start this instruction from the Terminate/Override Benefits – Enrollment Overrides window.

Employee Identification  
 Status  
 Skip To Plan ID

Plan ID	Plan ID Description	Plan Option	Plan Option Description	Begin Status	Begin Status Description	Begin Date

1. Enter the Employee number of the terminating employee in the Employee Identification field.
2. Click **Find**.
3. Click **Form, End Enrollment**. The Terminate/Override Benefits – Stop – Override Date and Status Form window appears.

Employee No. 107351 TEST, BARBARA A  
 Enrollment End Date \* 01/09/2006  
 Enrollment End Status \*

4. Complete the following fields:

- Enrollment End Date - last day of the pay period in which the employee terminates.
  - Enrollment End Status – TRX
5. Click **OK** to return to the Terminate/Override Benefits – Enrollment Overrides window.
  6. Click **OK** to return to the menu.
-  This will end ALL of the employee's enrollments with the same end date and TRX End Status.