

# Terminate an Employee

## CONTENTS

OVERLAP FEATURE ..... 1

PROCESS FLOW ..... 1

REQUIRED DOCUMENTATION..... 2

WHEN TO ENTER A TERMINATION IN EMPLOYEE WORK CENTER ..... 2

TERMINATE AN EMPLOYEE ..... 2

    Terminate Optional Deductions (External Deductions) ..... 4

    Manage Business Processes for Worker..... 4

    Review for Retro Adjustments ..... 5

RETIREE ELIGIBLE (EMPLOYEES OVER 55 BUT UNDER 65) ..... 5

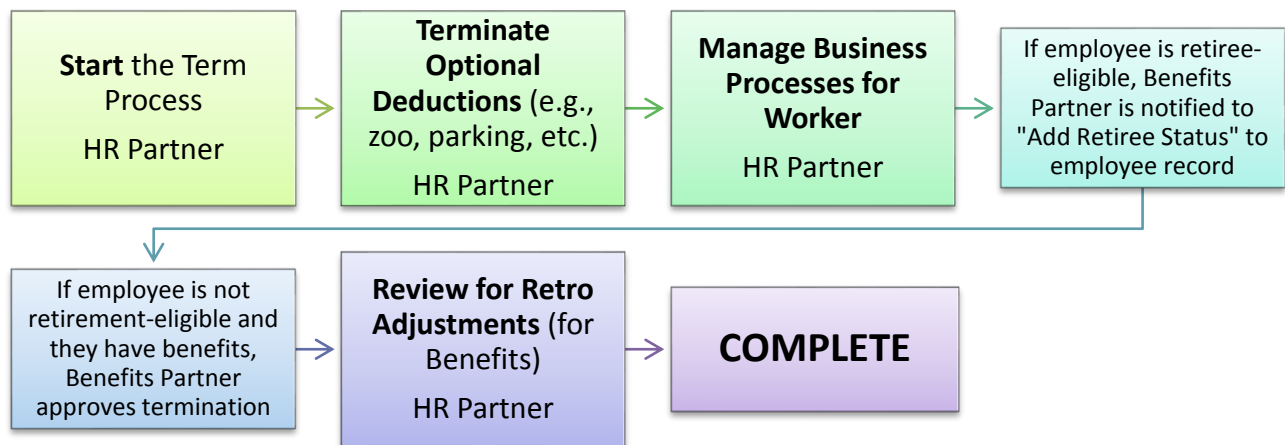
LINK HELP DESK CONTACT INFORMATION ..... 5

## OVERLAP FEATURE

The Overlap feature can be used to hire a replacement employee into the same position as the current, soon-to-be-leaving, employee. **To use this feature, the termination of the current employee must be entered into the Employee Work Center with a future effective date before the date the replacement starts.**

If the termination is not entered before the date the replacement starts, the overlap function will not be available. In that case, a temporary overlap position needs to be created to hire the replacement into until the current employee term date has passed. Then the replacement employee can be transferred to the existing position and the temporary overlap position can be closed. Or, leave the replacement in the new overlap position and close the original position.

## PROCESS FLOW



## Terminate an Employee

### REQUIRED DOCUMENTATION

The following documents / information / knowledge is required to terminate an employee:

1. Employee Name or Employee ID.
2. Employee Age.
3. Whether or not the employee has benefits.
4. Effective Date of the termination.
5. Reason for Termination.
6. Last Day of Work.
7. Retro Adjustment for Benefits (if applicable).

### WHEN TO ENTER A TERMINATION IN EMPLOYEE WORK CENTER

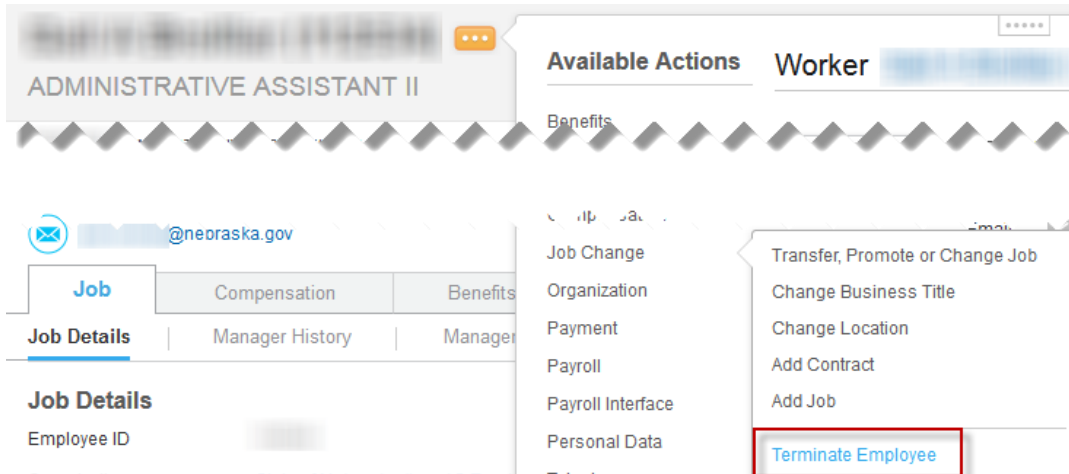
Terminations are entered into Employee Work Center as soon as possible. This allows the overlap function to be available for replacement hires. Additionally, when the termination feeds over to Payroll & Financial Center, Payroll & Financial Center allows thirty (30) calendar days from the termination effective date to do final payouts (e.g., vacation or sick leave).

### TERMINATE AN EMPLOYEE

Use this process to terminate an employee who is leaving state service.

If an employee is transferring to another state agency, do not use the Terminate Business Process. Instead, use the Job Change > Transfer Employee Business Process.

1. Search for employee name or employee ID. Select the item that has Employee as the type.
2. Click the Related Actions icon. Select Job Change → Terminate Employee.



3. Complete the following fields (\* Fields marked with an asterisk are required):
  - a. Termination Date \* – effective date of the termination.
  - b. Reason \* – select one of the following:
    - (1) Involuntary

## Terminate an Employee

- (a) Assignment Complete
  - (b) Death
  - (c) Dismissal
  - (d) Involuntary (for conversion)
  - (e) Layoff
  - (f) Original Probation
  - (g) With Cause
- (2) Voluntary
- (a) Assignment Complete
  - (b) No Show
  - (c) Resignation
  - (d) Retirement
  - (e) Withdrew acceptance of job before start date
  - (f) Work/Comp Agreement

If the termination has more than one of these reasons, an additional reason can be selected in the Secondary Reason field (see below).

- c. Close Position – check this box only if you do not plan to use the position again. Once closed, a position cannot be reopened. You would have to create a new position to replace it.
- d. Is this position available for overlap? – check this box to be able to hire a replacement before the current incumbent leaves. **The overlap feature will not be available if the termination is not entered before the effective date of the termination.**

Close Position	<input type="checkbox"/>
Is this position available for overlap?	<input type="checkbox"/>

- e. Secondary Reason – Use this field to list an additional reason for the termination.
- f. Local Termination Reason – Do not use this field.
- g. Last Day of Work \* – Auto-populates based on the termination date entered above.
- h. Pay Through Date \* – Auto-populates based on the termination date entered above.
- i. Resignation Date – The date the employee submitted her/his resignation.
- j. Notify Employee By – Defaults to the termination date.
- k. Recommended Minimum Notification Date – Do not use this field.
- l. Regrettable – Do not use this field.
- m. Not Eligible for Rehire – Do not use this field.
- n. Attachments – Attach any relevant documents here.

Additional Information	
Secondary Reasons	<input type="text" value="search"/>
Local Termination Reason	<input type="text" value="search"/>
Last Day of Work	* 02/16/2015
Pay Through Date	* 02/16/2015
Resignation Date	__/__/__
Notify By	02/16/2015
Recommended Minimum Notification Date	(empty)
Regrettable	<input type="checkbox"/>
Not Eligible for Rehire	<input type="checkbox"/>

## Terminate an Employee

4. Select one of the following:
  - a. Submit
  - b. Save for Later
  - c. Cancel

## Terminate Optional Deductions (External Deductions)

1. If the employee has external deductions (e.g., Parking, Combined Campaign, Zoo), those deductions need to be stopped in the Employee Work Center.

This is a To Do; the system does not automatically open the screen where changes need to be made. If the employee has external deductions to be stopped, follow the instructions below:

- a. Search for the employee; from the Related Actions icon on the employee record, click Payroll Interface > Maintain Input.
- b. On the next screen, click OK.
- c. On the next screen, enter an End Date for each external deduction listed, and then click OK. Do not click the X to cancel/delete the deduction. Deleting the deduction from Employee Work Center does not delete it in Payroll & Financial Center; the result is that this deduction continues on payroll but is no longer "active" in Employee Work Center.

## Manage Business Processes for Worker

1. If the terminated employee has unfinished items in her/his inbox, they need to be reassigned to someone with the security access to complete or cancel the process. For example, if it is an HR-related item, select an agency HR Partner. If it is a Benefits-related item, select from the list of Benefits Partners.
2. If the terminated employee does not have any unfinished items in the Inbox, this item will not display.
3. If there are unfinished items, the following dialog box will display. Click Open.

You have marked as Complete **Terminate:** [redacted] ...

**Up Next**

Lorraine S Epperly

Manage Business Processes for Worker

Due Date 02/26/2015

**Open**

4. For each item in the person's inbox, either reassign or cancel that action. The type of action determines what is to be selected. In the Action column, click the prompt to select either reassign or cancel. In most cases, the only option is to reassign.

Inbox Items Assigned to Worker 69 items

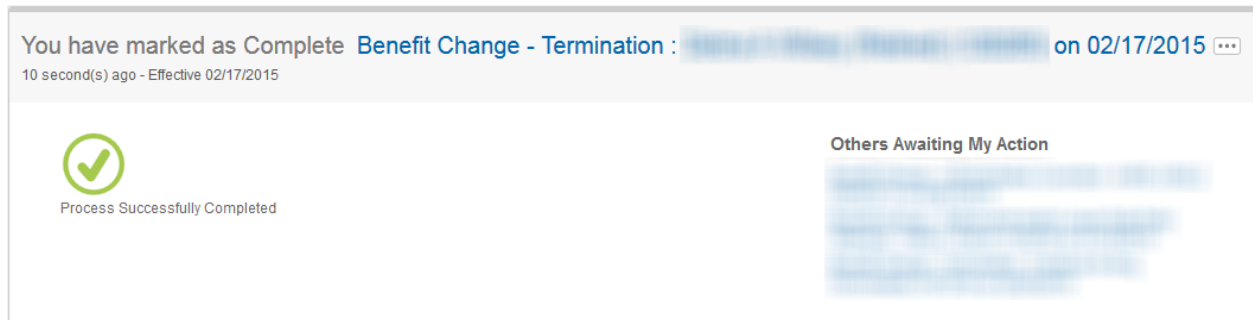
Task	Business Process	Action	Reassign To
To Do	[redacted]	search	search
To Do	[redacted]		Reassign

## Terminate an Employee

5. If the selected action is reassign, go to the Reassign To prompt, and select an appropriate person. Type HR Partner in that box and press enter; it will populate with the names of the people to whom the task can be reassigned. Else, type part of a name in the Reassign To box, and then press enter; this should populate that box with the specific person's name.

## Review for Retro Adjustments

1. Determine whether or not adjustments need to be made to benefit premiums or external deduction amounts on remaining paychecks. Those adjustments are made in the Payroll & Financial Center.
2. Process Complete. A notification will be sent that the process is complete.



## RETIREE ELIGIBLE (EMPLOYEES OVER 55 BUT UNDER 65)

- a. If the employee is retiree-eligible, the process moves to the Benefits Partner/Retiree Partner to add the retiree status to the employee record.
- b. If the employee is not retiree-eligible AND there is an effect on employee's benefits, the process moves to the Benefits Partner to approve the termination.
- c. If the employee is not retiree-eligible and does not have benefits, the process is done.

## LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234