

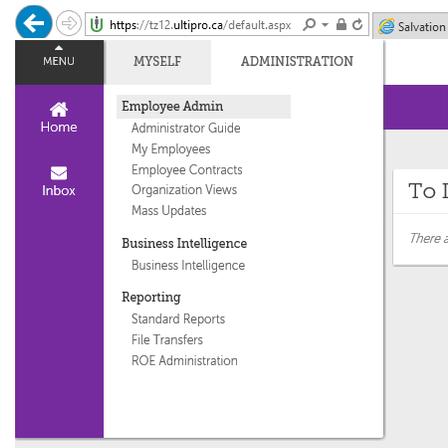
UltiPro Job Aid – Eadmin-Terminate an Employee

Overview: Employee Administrators can initiate terminations which includes both resignations and involuntary termination. Terminated employees remain in UltiPro but show as terminated. This is to maintain history and also enable rehiring later if needed (for example, with camp and kettle workers who return). Before starting a termination, ensure that all the information required in order to complete this process is available. The items you will need include termination date, termination reason, and last day worked. Terminations must be approved by Employee Relations in DHQ or THQ. UltiPro will automatically send an approval request to the appropriate person.

Update!

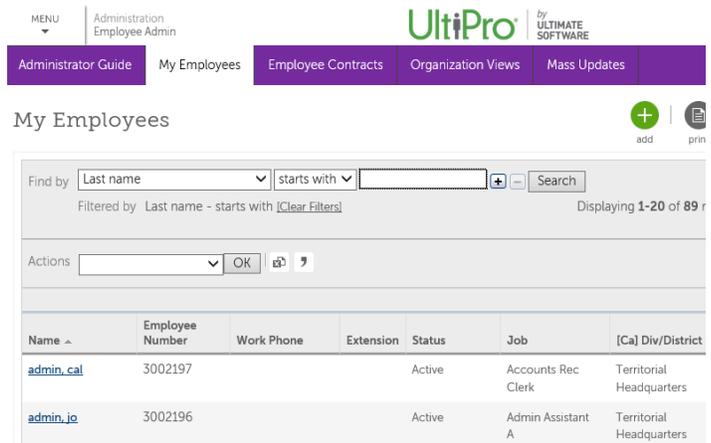
- **IMPORTANT:** Check if your employee has any secondary jobs before terminating them. Secondary jobs show at the bottom of their Job Summary. Advise the secondary job location before terminating.
- If the reason code **resignation** is not working, choose **other**.
- If you don't want terminated employees to display as part of your team, make a request through the Help Desk to have them removed from your list.
- **Employee Administrators are not responsible for generating ROEs.** Payroll will initiate and process the ROE after the final pay is completed. If an employee requests an ROE that is not related to termination or LOA then payroll should be notified.
- **Advise managers** – UTA does not display terminated employee timesheet beyond termination date. Timesheets up to the point of termination date can be viewed.¹
 - Eg. EE = active Jan 1 to Jan 31. Feb 1 = terminated status.
 - Only timesheet up to Jan 31 can be viewed. Adjust the date filters and the record should show up. Or use the team's tab and click on the calendar dates going backwards.

1. Click **Menu** on the Home Page and select **Administration and My Employees**.



¹ Edit Feb '18

2. Click **Search** to view all employees, or enter a name to search for someone specific.



MENU Administration Employee Admin

Administrator Guide My Employees Employee Contracts Organization Views Mass Updates

My Employees

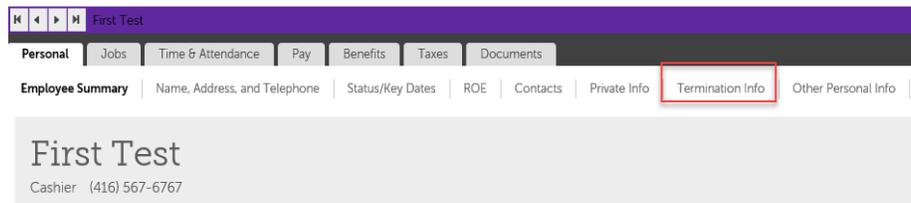
Find by Last name starts with Search

Filtered by Last name - starts with [Clear Filters] Displaying 1-20 of 89

Name	Employee Number	Work Phone	Extension	Status	Job	[Ca] Div/District
admin_cal	3002197			Active	Accounts Rec Clerk	Territorial Headquarters
admin_jo	3002196			Active	Admin Assistant A	Territorial Headquarters

3. Click the name of the desired employee.

4. In the employee's profile, click **Personal**.

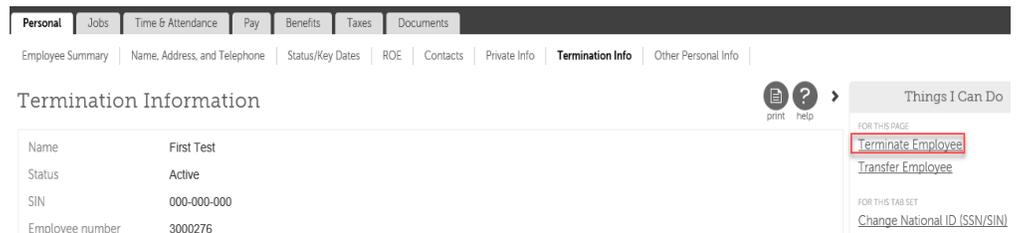


First Test

Cashier (416) 567-6767

5. Click **Termination Info**.

6. Click **Terminate Employee**.



Termination Information

Name	First Test
Status	Active
SIN	000-000-000
Employee number	3000276

Things I Can Do

- FOR THIS PAGE: [Terminate Employee](#), [Transfer Employee](#)
- FOR THIS TAB SET: [Change National ID \(SSN/SIN\)](#)

7. Enter Termination Details:

1. Click the calendar icon for **Termination Date** and select date of termination. Modify the **Last day Worked** and **Paid Through dates** if necessary. Sometimes there is an agreement to pay a person for two weeks although their last day of work is immediate.
2. Select a **Termination Reason**.
3. Type an explanatory **note** if desired.
4. Click **Save**.

Terminate First Test

4    |  

i Information

- All future-dated terminations will be applied the day after the selected termination date. If the current date or a previous date has been selected, the termination will be applied immediately.

SIN 000-000-000
 Employee number 3000276
 Full/Part time Full Time

Termination details

Termination date • 09/05/2017  1
 Last day worked • 09/05/2017  1
 Paid through • 09/05/2017  1
 Termination reason • Other  2
 Termination type Voluntary
 Home company ZTEST  3
 Notes

8. A **Summary** screen displays. Scroll down and check the entries. If edits are required click **Cancel** and start again. If everything is correct, click **Submit**.

Summary

  |  

Comments

Request Information Show

i Information

- All future-dated terminations will be applied the day after the selected termination date. If the current date or a previous date has been selected, the termination will be applied immediately.

Termination

	Before	Submitted
Company	ZTEST	ZTEST
Employee number	3000276	3000276

9. If this was a resignation, go to **Documents** area of the employee. Upload a copy of the resignation letter.