## Terminating an Employee

Last Modified on 10/06/2021 1:44 pm EDT

These instructions guide you in terminating an employee, on the latest Wurk release.

Since terminations impact payroll, you should first check that the employee's timesheet is up-to-date and complete before finalizing the termination. The best practice is to take the following steps:

1) Terminate the employee.

2) Make sure the employee is paid. If using Direct Deposit, see Paying an Employee Manually Via Direct Deposit. Otherwise, see Issuing a Manual Check. Note that live checks issued by Wurk and mailed to your employee incur extra Wurk fees.

3) Finalize the employee's timesheet: see Managing Employees Timesheets for guidance.

The best practice in the latest release of Wurk for this is using an HR Action; if you do not have this option on the main menu (under **Team>HR>HR Actions** on the **AVAILABLE** tab), then it has not been enabled for you and you should follow the steps below. If you **do** see this option, **use these instructions instead**: Terminating an Employee Using an HR Action.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

## START HERE

1. From the Main Menu, click **Team>Employee Information**, choose an employee, click **TERMINATE**.

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2. Complete required fields, such as a Reason for the termination, and click **CONTINUE TERMINATE**.

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**3**. Confirm YES to finish.

If corrections need to be made outside of your regular payroll, you can issue a manual check.