

Terminating an Employee

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

These instructions guide you in terminating an employee, on the latest Wörk 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:

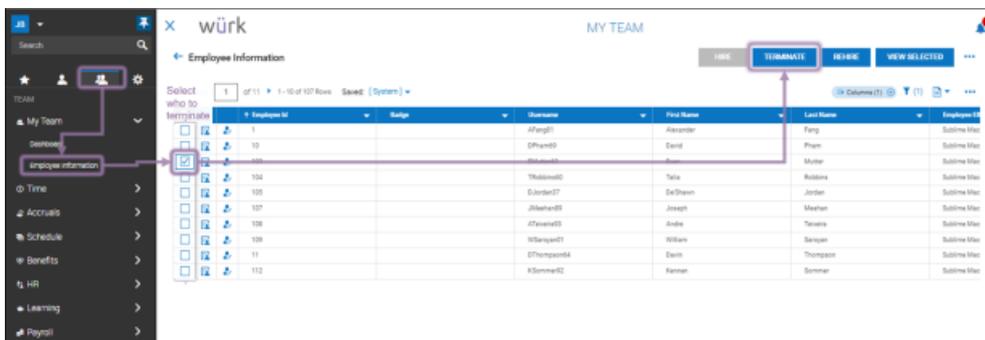
- 1) Terminate the employee.
- 2) Make sure the employee is paid. If using Direct Deposit, see [Paying an Employee Manually Via Direct Deposit](#). Otherwise, see [Issuing a Manual Check](#). Note that live checks issued by Wörk and mailed to your employee incur extra Wörk fees.
- 3) Finalize the employee's timesheet: see [Managing Employees Timesheets](#) for guidance.

The best practice in the latest release of Wörk 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**.



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

The screenshot shows the 'würk' HR system interface for terminating an employee. The page title is 'MY TEAM' and the sub-header is 'Terminate Employee'. A 'CONTINUE TO HOME' button is in the top right. The main content area is divided into three sections: 'Termination Detail', 'End Dates', and 'Exit Interview'.
Termination Detail: Includes fields for Employee (Kamen Carlson), Account Status (Terminated), and Termination Date (1/15/2025). There is a 'Reason' dropdown menu, a 'Notice Given' checkbox, and a 'Notes' text area.
End Dates: Includes fields for Benefits Deduction/Earnings End Date (1/15/2025), Benefits Coverage End Date (1/15/2025), and End of Month Date (1/31/2025).
Exit Interview: Includes fields for Date (1/15/2025), Interview Type (Internal), and Interviewer (Choose Employee). It also has a 'Notes' text area.

3. Confirm YES to finish.

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