

Terminating an Employee (HR Action)

Last Modified on 10/06/2021 1:47 pm EDT

These instructions guide you in terminating an employee, on the latest Würk 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 Würk and mailed to your employee incur extra Würk fees.
- 3) Finalize the employee's timesheet: see [Managing Employees Timesheets](#) for guidance.

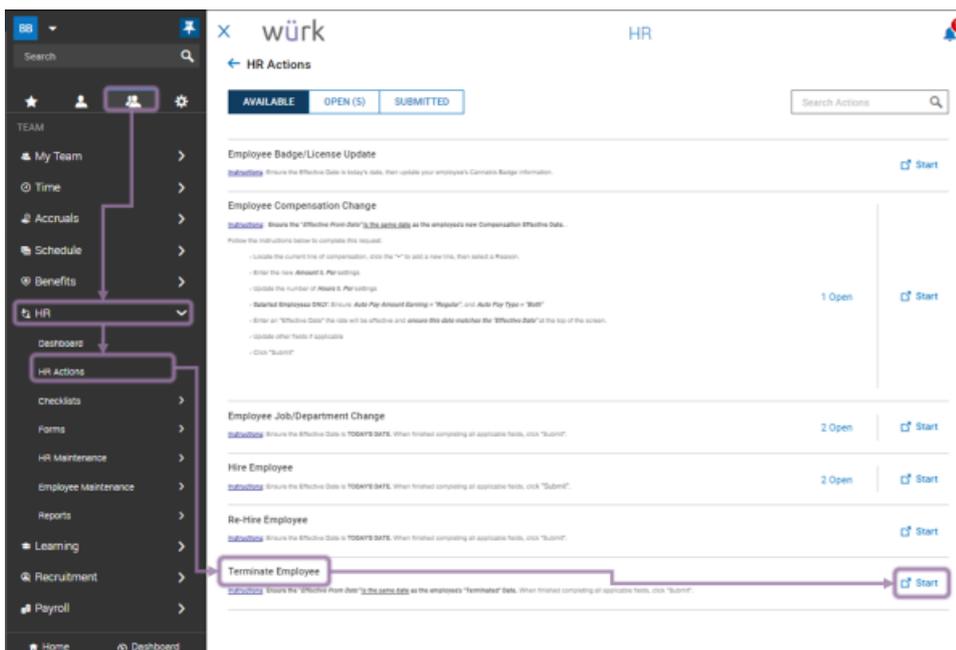
The best practice in the latest release of Würk for this is using an HR Action. The advantage of this is that the termination must go through a review and approval process: for example, if you submit a termination, your Manager, Administrator, or HR manager will review it and finalize it. This provides a better paper trail with more "checks and balances" than if you simply terminate an employee yourself.

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. Instead, see instructions for [Terminating an Employee](#). If you **do** see the HR action, however, use the instructions below.

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

START HERE

1. From the Main Menu, search for *Terminate Employee* and select the HR action option (or navigate to **Team>HR>HR Actions**, then select the **AVAILABLE** tab). Next to the **Terminate Employee** HR action, click **Start**.



2. In the popup that displays, choose an employee, set the effective date, and click **CONTINUE**.

Terminate Employee
✕

Choose Employee *

🔍

Effective From *

📅

CANCEL

CONTINUE

3. In the form that displays, complete the required fields.

✕ würk
HR

← Terminate Employee

Employee HL Harold Larkin (D&D)

Effective From *

📅

SAVE

CONTINUE

Termination Details

End Dates

Keep in mind that the End Dates impact payroll. Be sure to update the employee's timesheet before finalizing and submitting this termination.

Termination Details

Account Status *

Set to Terminated

Terminated *

📅

Termination Reason *

Involuntary-Other

Termination Notice

Days

No Notice

Termination Notes

Relocating

Complete required fields and click CONTINUE to advance through the entire form.

SAVE to keep your entries and come back to this later. CONTINUE to proceed to the next tab in the form. When all entries are complete, you can SLAMMIT

SAVE

CONTINUE

4. Confirm SUBMIT to finish. The termination will then go through a review and approval process.