## 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 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. 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**.

🔤 - 🔳	× würk нв	ø
Search Q	← HR Actions	
* 1 🛄 *	AVAILABLE OPEN (5) SUBMITTED	Search Actions Q
AL My Team	Employee Badge/Ucense Update Industries Prove the Minister Gala is baday lists, that update your anythyse's Canadia Badge internation.	📑 Start
Accruals	Employee Compensation Change <u>Buildings</u> Enum is "Efficient Prior Data ( <u>31), in Less (30)</u> as the environment of Employee Series ( <u>31)</u>	
Schedule	Pallet for a land schedule is some to compare the sequentsched for any for the of comparements of the sequenceform the cose Annual S. Are college.	
	<ul> <li>- spacing the sector of PARKER Permittives</li> <li>- Stational Structures (PARKER Permittives)</li> <li>- Stational Structures (PARKER Permittives)</li> <li>- Stational Structures (PARKER Permittives)</li> <li>- Stational Permittives (PARKER Permittives)</li> <li>- Statio</li></ul>	1 Open 📑 Start
HR Actions	- Cui "Lane	
Forms	Employee Job/Department Change Education for the Walter State State State State Constant company of approach here, can Statemer	2 Open 📑 Start
HR Maintenance > Employee Maintenance >	Hire Employee <u>Inductors</u> forses the Effects of this is 1904/47 BMR, when howest company at approach from, cosh "Submet".	2 Open 📑 Start
Reports >	Re-Hire Employee Bullening Strave Ro Efficience Data is 1928/19 SMR Unav Honey of approximate York, con Younger,	C <sup>1</sup> Start
R Recruitment	Terminate Employee  Substance bin the second and the second and the evaluation Terminated Ball. Your Your Strate Conjugation State and Technology of Apparents Main, and Technol.	Cf Start
Payroll     An Deshboard		

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

Terminate Employee		
Choose Employee *		
Search and select employee		EQ
Effective From *		
02/27/2020		Ē
	CANCEL CO	NTINUE

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

Employee	er The enclosed "Americana" base stratest comparing at approach teas, and "Science". HL Planskil (Lankin (D&D)		
Effective From * 02/27/2020			SAVE CONTINUE
Are Vivil Termination Details	Termination Details	Terminated *	Termination Resson *
L Keep in mind that the End Dates impact payroit. Be sure to update the employee's timesheet before finalizing and automitting this termination.	Ins Set do Terminated · · · · · · · · · · · · · · · · · · ·	<ul> <li>■ 02/27/2020</li> <li>■ No Notice</li> </ul>	Involuntary: Other *
	Relocating	Complete required fields and elok CCH/TNUE to advance through the entire form.	SAVE to heap your entries an come back to this iden: CGNT to proceed to the next take in form. When all entries are containies wources. SUBMIT:

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