TERMINATION GUIDELINES

Terminations/Retirements need to be entered & approved in HRE before payouts can be entered in payroll.

- Termination Entry**:** Enter as soon as the employee stops working or using leave. Appropriate termination entry in HRE has a major impact on the following:
  1. Over-Payment: Payroll screens are active until terminations are entered and approved. Auto hours populate payroll screens and employees are overpaid unless hours are manually removed.
  2. Rehire Delays and Errors: Terminations need to be entered, approved and updated prior to the rehire of an employee. An employee can't be rehired until these steps are completed.
  3. Deceased Employee Final Pay Errors: Income tax should not be deducted from final pay. State Payroll needs to change tax status for final pay out to comply with IRS.

- Termination Effective Date: Last date hours are recorded.

- Last Day Worked**:** The last date officially performing duties on the job. This does not include any leave hours used after the last day worked. This date is critical for the retirement office.

- Final Pay Date: The date the paycheck is received with benefits taken out. Benefits are not deducted from paychecks with only leave pay out!
  This date is critical for insurance purposes since insurance coverage is terminated on the last payday that premiums are deducted.

- Comments: Appropriate comments ensure efficient approval**.**
  Use the termination worksheet to assist with filling in the appropriate information.
  1. Payout: Enter all types of leave and hours to be paid.
  2. No Payout: Indicate, "no leave payout".
  3. Leave Hours: Enter all information regarding other administrative, sick pay, etc.
  4. LWOP/LTD: Enter dates to explain differences in the last day worked and last day paid.
  5. Deceased: Enter the date of death, name, address and telephone number of the beneficiary or estate executor. This is necessary information for approval.
  6. Any other information for agency records.

Final payouts will be entered in payroll when all of the above information is completed in HRE.