

Terminating an Employee (HR Action)

The Würk Best Practice for Terminations is to process them using the Termination HR Action. You'll have a "paper trail" of all Terminations processed by HR Action, because these are logged on the **All HR Action Requests** report via HR > Reports > Employee Maintenance > All HR Action Requests. The HR Action also ensures the termination follows your organization's pre-defined approval workflow.

This HR Action is found via Team > HR > HR Actions, then by clicking the "Available" tab. It may be called "Terminate Employee," "Termination," or a similar name.

This menu path or HR Action may not be available to all users. If not available, please see instructions for [Terminating an Employee](#).

Terminations and Payroll

Terminations have a direct impact on payroll.

Before terminating an employee, check their timesheet for accuracy and finalize it. See [Managing Employees Timesheets](#) for guidance.

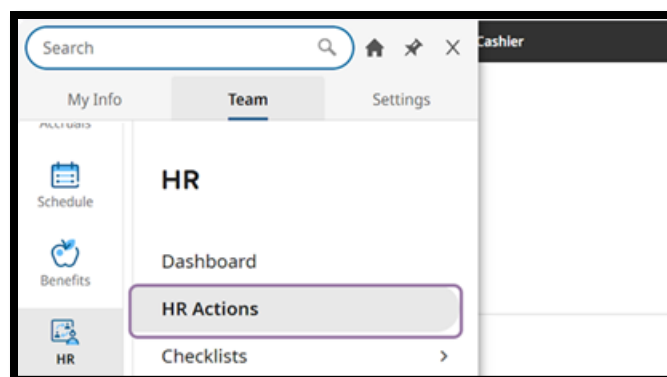
After terminating an employee, confirm they were paid. If using Direct Deposit, see [Paying an Employee Manually Via Direct Deposit](#). Otherwise, see [Issuing a Manual Check](#). Note that live checks issued by Würk and mailed to your employee incur extra Würk fees.

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

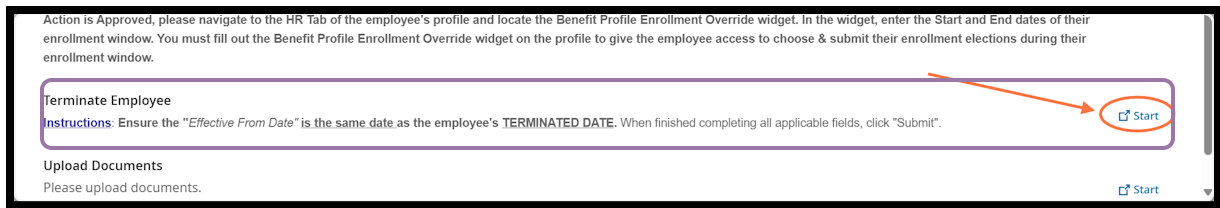
START HERE

Submitting the HR Action

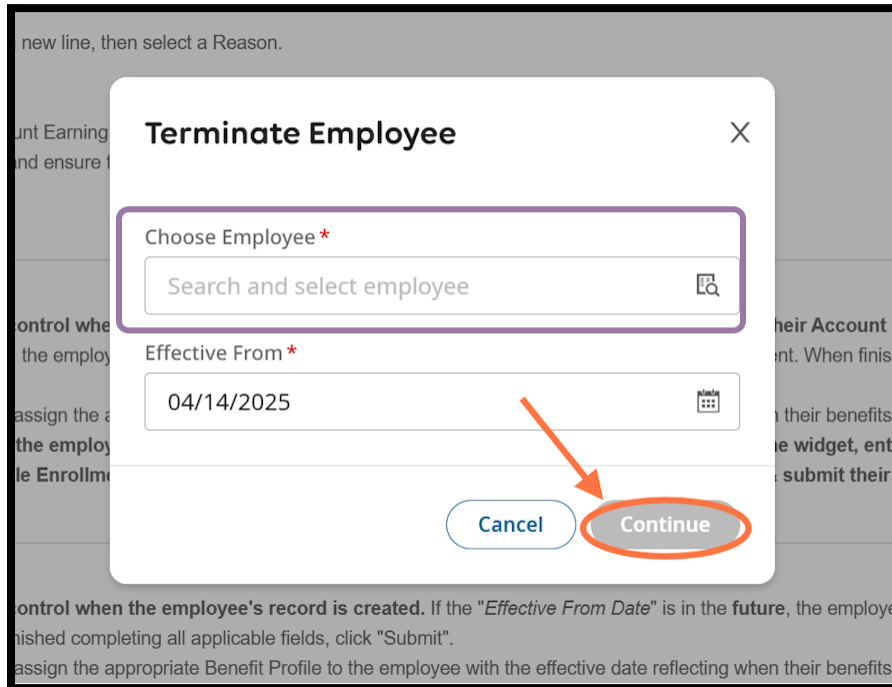
1. From the menu, navigate to Team > HR > HR Actions.



2. On the **Available** tab, locate the **Terminate Employee HR Action**, then click **Start**.



3. In the pop-up, choose an employee, set the effective date, and click **Continue**.



4. Complete all required fields in this HR Action.

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

Helpful Hints

- Change the **Account Status** to *Terminated*.
- Change the Security Profile to *Terminated* or *Terminated Employee* if available. If not available and the employee has a higher-level Security Profile assigned (such as Department Manager or Company Administrator), change the Security Profile to *Employee*.
- Earnings/Deductions/Benefits end dates directly impact payroll. Be sure to update the employee's timesheet before submitting and processing the termination.

HR > HR Actions

← Terminate Employee

Effective From*
04/14/2025

Save Submit

Termination Details

Account Status*
Active

Security Profile
Employee - No Mobile Punch

Terminated*
mm/dd/yyyy

Termination Reason*
[Dropdown]

Rehireable

Termination Notice
0 Days

No Notice

Termination Notes
[Text Area]

Benefit Coverage End Date
mm/dd/yyyy

Benefits Deduction/Earnings End Date
mm/dd/yyyy

Deduction End Date
mm/dd/yyyy

Earning End Date
mm/dd/yyyy

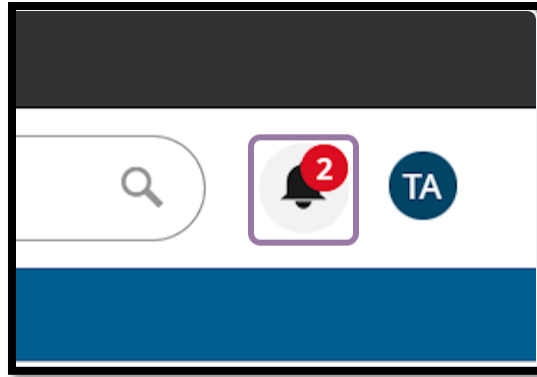
5. **Save** to keep your progress. Click **Submit** after completing all required fields.



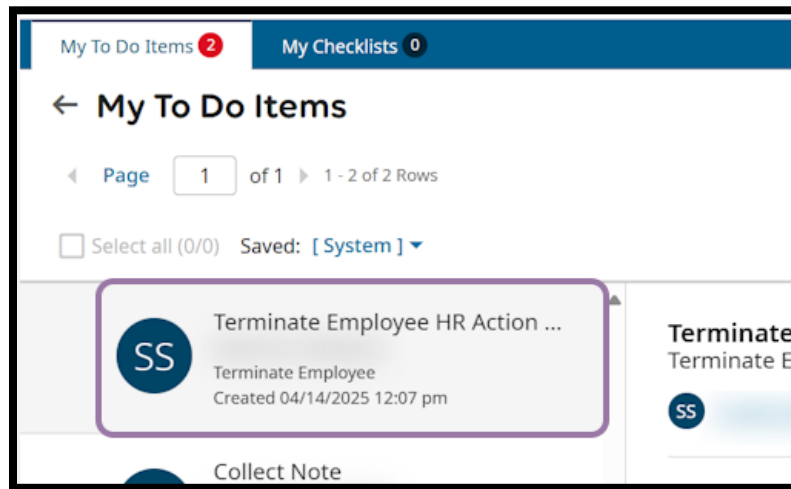
i The HR Action will follow the assigned workflow's review process. If the HR Action is approved, a Terminate Employee To-Do Item will be assigned to the responsible processor(s) in Würk. If this To-Do item is assigned to you, please complete the following steps.

Finishing the Termination

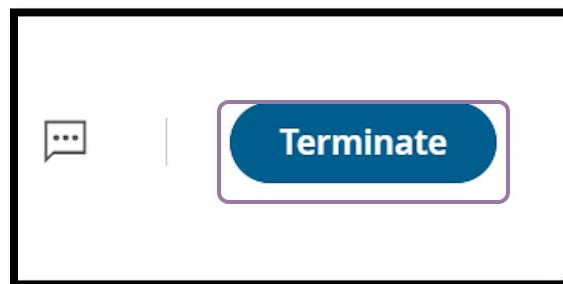
1. Click on **My Mailbox**.



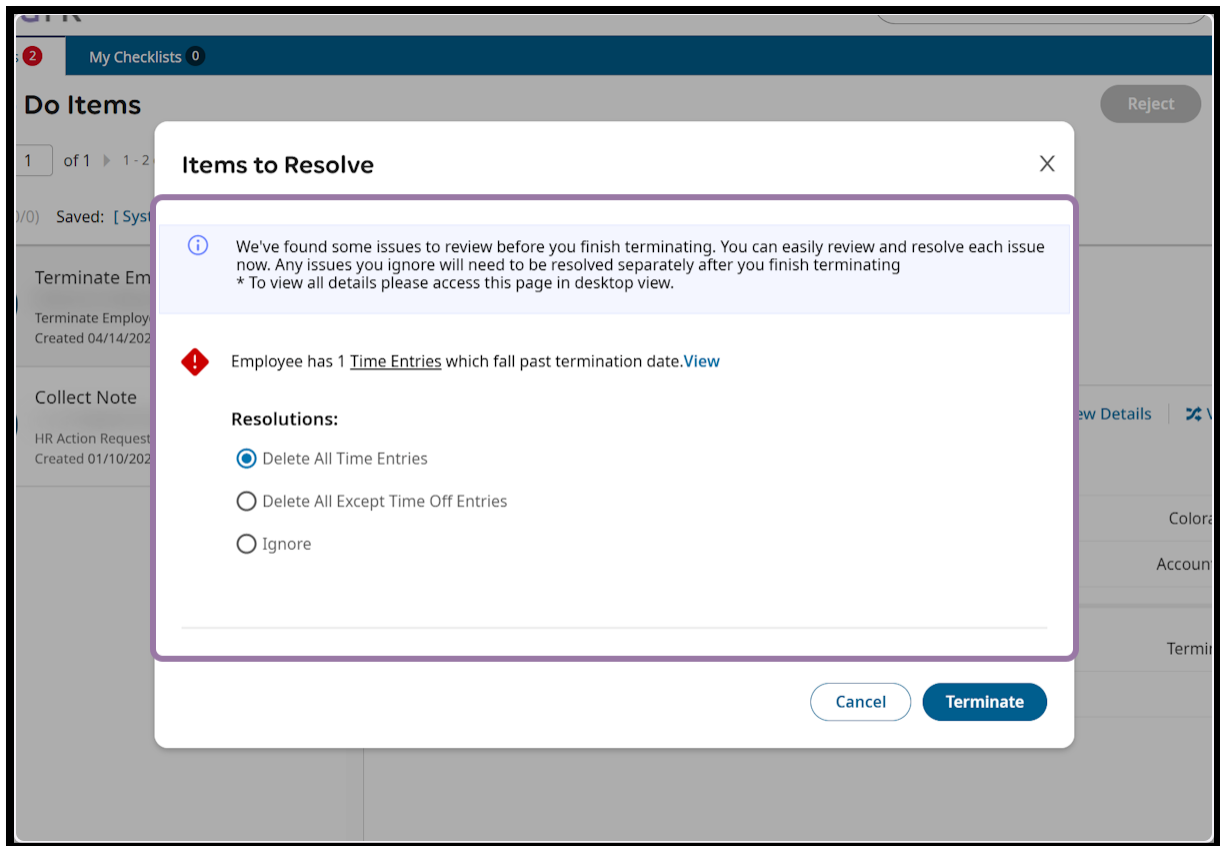
2. From the **My To Do Items** tab, locate and click on the **Terminate Employee** item from the submitted HR Action.



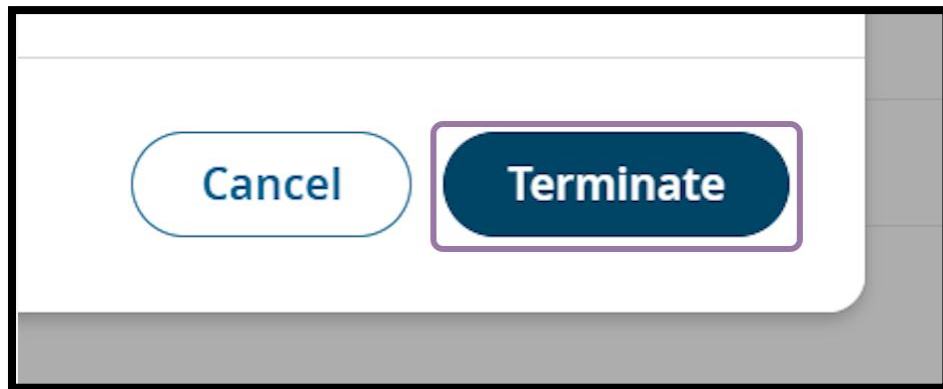
3. Click the **Terminate** button.



4. From the pop-up, review the **Items to Resolve** if applicable. These items are usually for time off requests, timesheet entries, employee to-do items, assigned Learning Profiles, etc. After resolving any outstanding items, click **Terminate**.



5. Click **Terminate** to finish the employee's termination.



6. You'll get a pop-up confirming the termination was successfully completed. Click **OK** to dismiss.

