Terminating an Employee

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 use this article to complete terminations. If the HR Action is available to use, please use our Terminating an Employee Using an HR Action article.

Terminations and Payroll

Terminations have a direct impact on payroll.

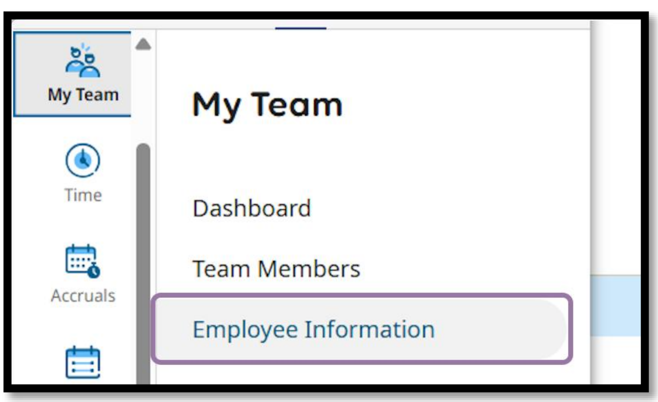
Before terminating an employee, check their timesheet for accuracy and finalize it. See Managing Employees Timesheets for guidance.

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.

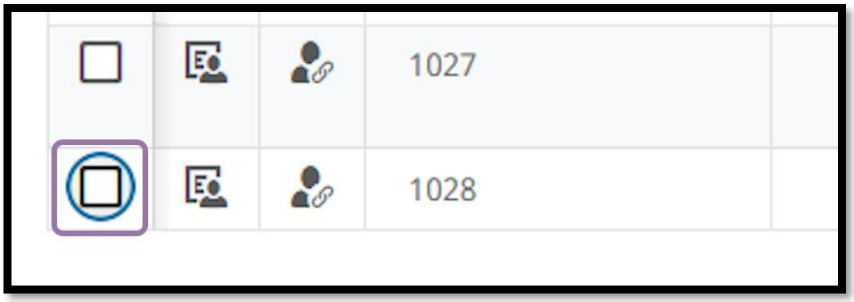
Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

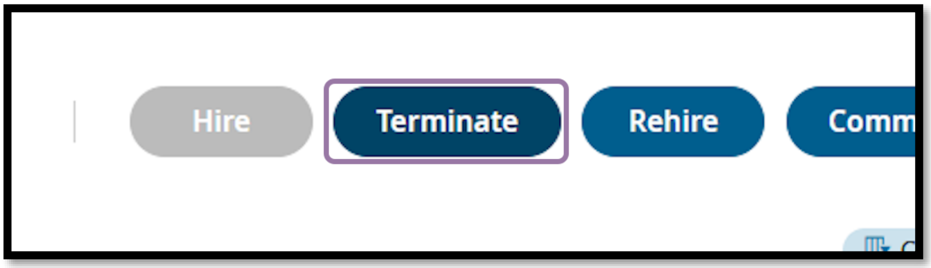
1. From the menu, navigate to Team > My Team > Employee Information.



2. Locate the employee to term and check the box on their row of the report.



3. Click the **Terminate** button.

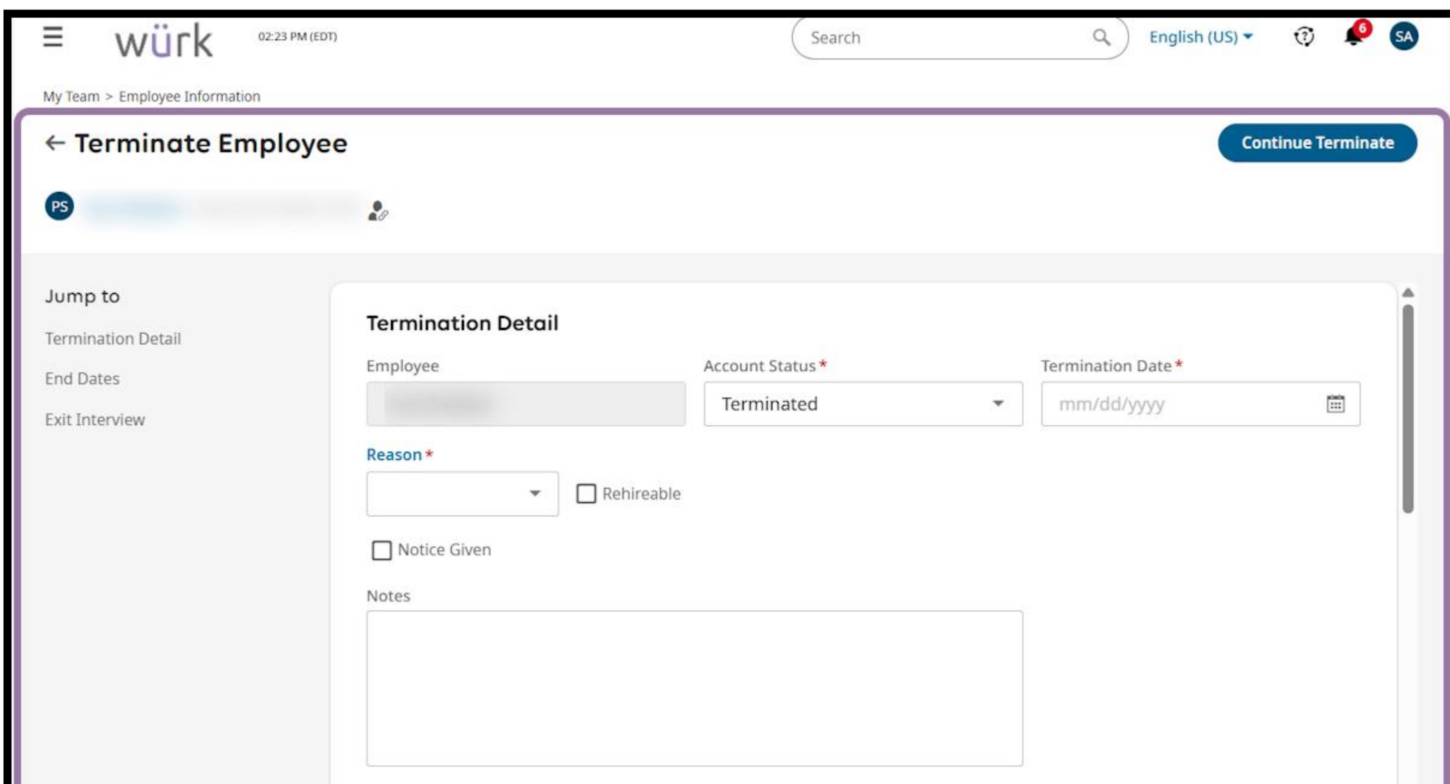


4. Complete all required fields in the form.

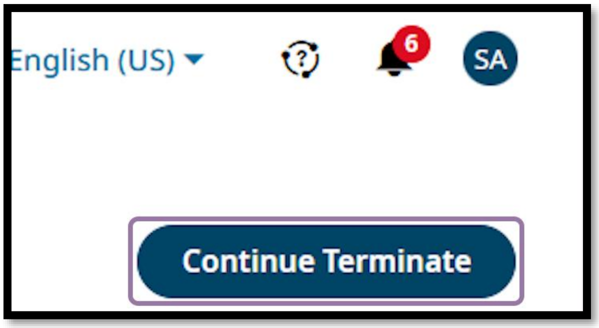
Menu items and on-screen options may vary depending on your configuration and Security Profile.

<u>Helpful Hints</u>

- Change the **Account Status** to *Terminated*.
- Earnings/Deductions/Benefits end dates directly impact payroll. Be sure to update the employee's timesheet before submitting and processing the termination.

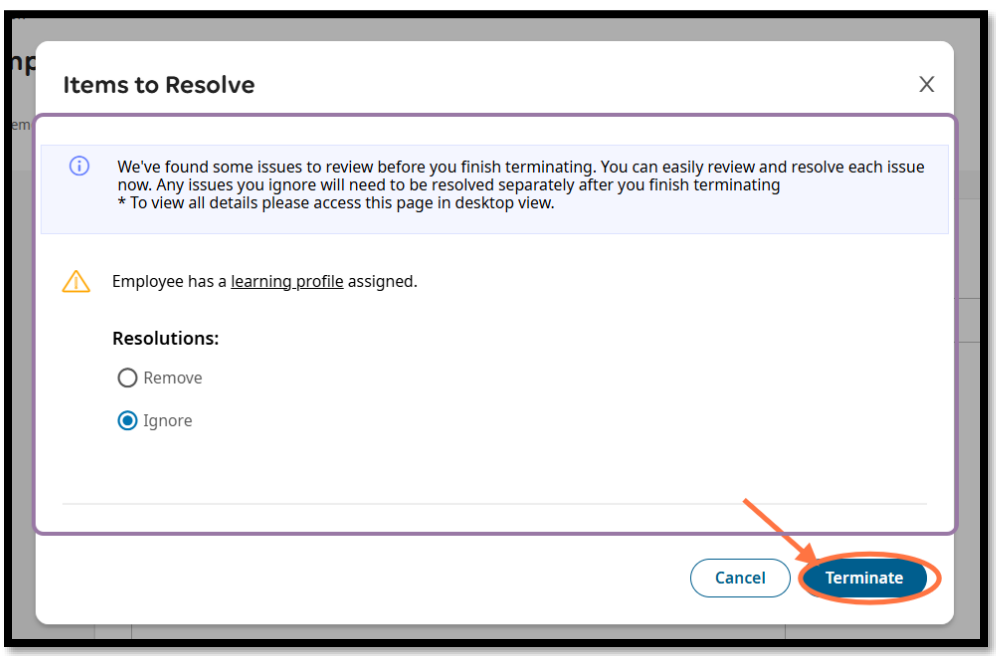


5. Click **Continue Terminate** after completing all required fields.

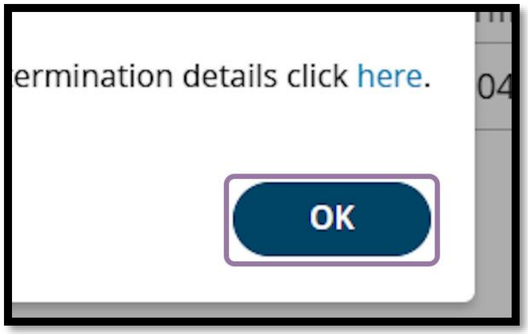


6. Click **Terminate** in the pop-up.

7. 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**.



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



Navigate to the terminated employee's profile to edit any additional fields not included in the Terminate feature. For example, consider changing the Security Profile for terminated employees 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.*