

# [Terminating an Employee]

Follow the steps in this instruction guide when you need to enter an employee's termination into the system.

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- ▶ Log into the system via the myUFL portal, using your GatorLink user ID and password (<http://my.ufl.edu>)

## Before You Begin

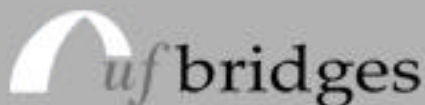
- ▶ There are many circumstances in which you **should not terminate** an employee
  - ▶ **DO NOT TERMINATE**, if:
    - ▶ An employee is leaving your department to accept another job on campus – with no gap in employment dates (*actually requires a central personnel office to transfer employee followed by promotion, reassignment, or demotion job action for staff or appropriate job action for faculty*)
    - ▶ An employee in your area has been offered and has accepted another position in your department after a recruitment process (*actually requires promotion, reassignment, or demotion job action for staff or appropriate job action for faculty*)
    - ▶ An employee is moving from one job to another job in your department (OPS Hrly to Student Assistant; Grad Assistant to OPS Hrly—etc., and vice versa) with no gap in employment dates (*actually requires data change job action*)
    - ▶ Contact the appropriate central personnel office with questions about the above transactions
  - ▶ **DO TERMINATE**
    - ▶ If an employee is leaving the University of Florida or there is going to be a gap between two University of Florida jobs
    - ▶ If an employee is leaving the University of Florida as a result of retirement (use Retirement as the action)

## Step 1 – Check the Employee's Time and Labor record

If the employee is *exempt* and the termination occurs during the *current pay period*, this step is **required**. You, or the payroll processor, will need to go to Weekly Elapsed Time and delete any hours that have been applied to the employee's schedule for days after her or his last day

In the case of non-exempt employees, it is still a good idea to go into Weekly Elapsed Time as well as into Weekly Punch Time to make sure that the employee hasn't entered leave or projected hours for time after his or her termination date

- ▶ To get to Weekly Elapsed Time, navigate to Manager Self Service > Time Management > Time Management Home > Report Time
- ▶ On the Report Time page
  - ▶ For **Reporting Method**, use the drop down to select *Manage Weekly Elapsed Time*
  - ▶ Click to select the correct employee
- ▶ On Weekly Elapsed Time Page  
The default schedule is applied for exempt employees



Created in conjunction with Training & Development

- ▶ On current row, change hours to "0" for any days after the employee's last day worked
- ▶ Use drop down to change **Time Reporting Code** for current row to *Regular*
- ▶ Add a row, enter hours appropriate for employee (8 for full-time, 4 for .5 FTE, etc.) for any days in pay period after the last day worked
- ▶ Use drop down to select **Time Reporting Code** of NOPAY (No Pay Status)
- ▶ Click the Save button

Note: If the last day falls in the first week of a pay period, you will need to use the above process for the following week as well

## Step 2 – Perform a job action by navigating to Workforce Administration > Job Information > Job Data

- ▶ Search for the employee
  - ▶ Enter search criteria (such as last name or employee ID) of the employee you are terminating
  - ▶ Click "Search" button
  - ▶ Click to select the employee's record
  
- ▶ On the Job Data page
  - ▶ Add a row
  - ▶ Enter **Effective Date**. Note: The Effective date will be the day after the last day worked
  - ▶ Use drop-down menu to select **Action**. Choose *Termination* or *Retirement*
  - ▶ Use lookup to select **Reason**. For Retirement – choose appropriate reason. For Termination – we recommend that you use one of the following termination codes in the Reason field:
    - ▶ Discharge
    - ▶ Layoff
    - ▶ Non renewal
    - ▶ Resignation
    - ▶ Termination for cause
    - ▶ End time limited
    - ▶ End Courtesy Appt
    - ▶ Death
    - ▶ End Temporary Job
    - ▶ End Summer Assignment

If none of these are appropriate and you need to use another, please contact Employee Relations or Academic Personnel to confirm the new reason
  
- ▶ Navigate to the Time and Labor Data page
  - ▶ Click Employment Data link at bottom of page
    - ▶ On Employment Information page, click Time Reporter Data link
  - ▶ Add a row
  - ▶ Enter the Effective Date. Please note:
    - ▶ If the termination is in a future pay period, you can enter the same effective date you did on the job action row – **the day after the last day worked**
    - ▶ If the termination is during the current pay period or a prior pay period, you need to make the effective date **the first day of the next pay period**
  - ▶ Switch **Time Reporter Status** to *Inactive*
  - ▶ Click OK
  - ▶ Click the Save button
  
- ▶ **Initiate the job action** by navigating to Workforce Administration > UF HR Approve Job > UF HR Approve Job
  
- ▶ Search for the employee
  - ▶ Enter employee's search criteria (such as last name or employee ID)
  - ▶ Click "Search" button
  - ▶ Click to select the correct job action row. Note: This will be the job row that matches your job action's effective date

- ▶ On the [UF HR Approve Job](#) page
  - ▶ In the **More Information** field: add comments for level 1 and level 2 approvers.  
Note: Please remember that your comments in the more information section are public record.  
Add any comments that are necessary, but be judicious in your use of comments
  - ▶ Click the Save button to initiate

### **Step 3 – Submit paperwork to central offices**

- ▶ A Termination Letter is still required
  - ▶ For TEAMS and USPS, send the Termination Letter to the Processing area of Employment and Classification (Processing and Records – 392-4621)
  - ▶ For Faculty, send the Termination Letter to Academic Personnel
- ▶ For leave cash-out
  - ▶ For TEAMS and USPS, send Personnel Transaction Form to Central Leave Administration
    - ▶ Form available at [http://www.hr.ufl.edu/departmental/forms/Chng\\_ord.PDF](http://www.hr.ufl.edu/departmental/forms/Chng_ord.PDF)
  - ▶ For Faculty, send Academic Personnel Transaction Form to Academic Personnel
    - ▶ Form available at <http://www.aa.ufl.edu/aa/forms/AAForm250.pdf>

### **Notes**

- ▶ Time Reporting Exceptions
  - ▶ In the process of terminating an employee you may encounter an “Inactive Time Reporter Status” exception. If this exception occurs, you should make sure that no time is entered for the employee past the termination date
  - ▶ To check Exceptions, go to Manager Self Service > Time Management > Approvals > Manage Group Exceptions
- ▶ For Assistance
  - ▶ UF Help Desk: 392-HELP
  - ▶ Central Leave Administration, John Sun or Sonja Burns: 392-5732
  - ▶ Academic Personnel, Janet Malphurs or Carolyn Jordan: 392-1251
  - ▶ Employment and Classification: 392-4621
  - ▶ Student Employment, Donna Kolb or Ruth Strawder: 392-0296