



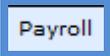
Employee Termination

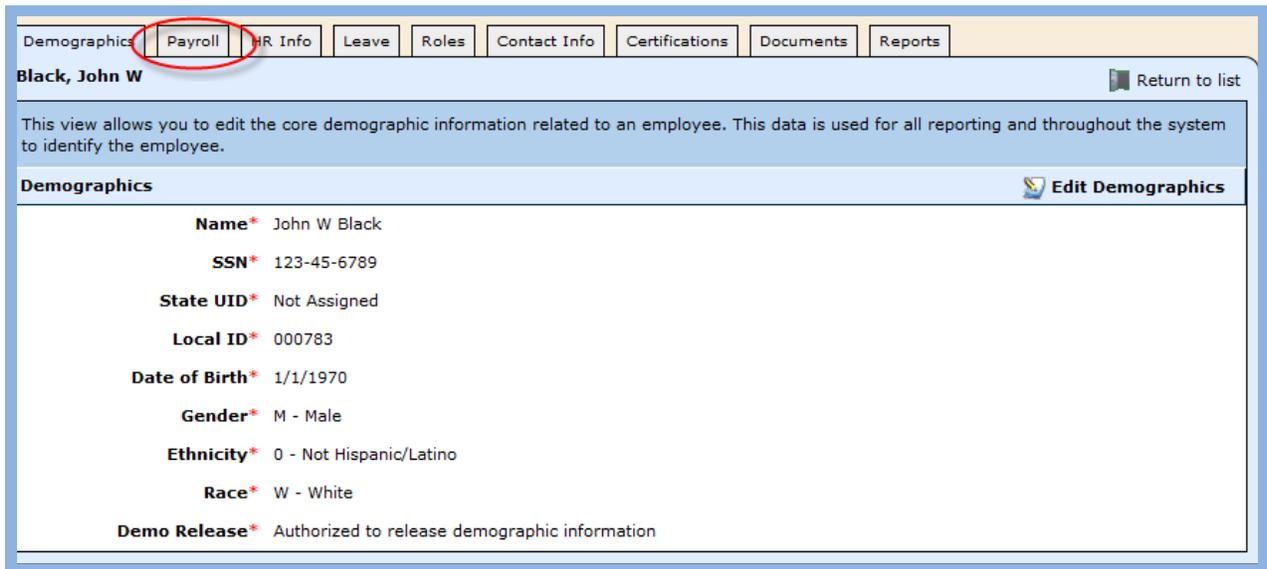
Terminating an employee properly in the system affects the employee's payroll as well as creates the MD90 record necessary in TRAQS reporting.

 Terminate Employee

Finance > HR > Staff Manager

Select  to the right of the appropriate employee

Click on the  Tab



The screenshot shows a web application interface for employee management. At the top, there is a navigation bar with several tabs: Demographics, Payroll, HR Info, Leave, Roles, Contact Info, Certifications, Documents, and Reports. The 'Payroll' tab is highlighted with a red circle. Below the navigation bar, the employee's name 'Black, John W' is displayed, along with a 'Return to list' link. A descriptive text block states: 'This view allows you to edit the core demographic information related to an employee. This data is used for all reporting and throughout the system to identify the employee.' Below this, there is a section titled 'Demographics' with an 'Edit Demographics' link. The demographic information is listed as follows:

Name*	John W Black
SSN*	123-45-6789
State UID*	Not Assigned
Local ID*	000783
Date of Birth*	1/1/1970
Gender*	M - Male
Ethnicity*	0 - Not Hispanic/Latino
Race*	W - White
Demo Release*	Authorized to release demographic information

Click on  to terminate the contract

Demographics | Payroll | HR Info | Leave | Roles | Contact Info | Certifications | Documents | Reports

Black, John W Return to list

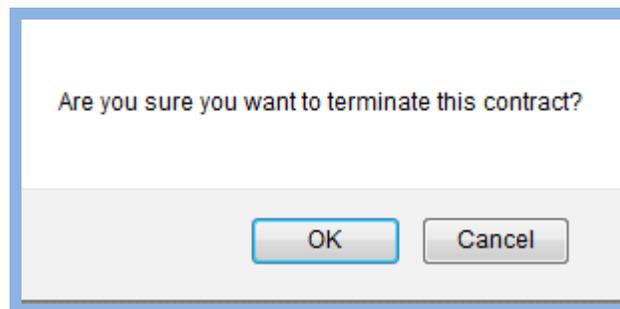
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Employment Contracts + Add Contract

Page Size: 10 | Period: Current Period | District: All Districts | Filter: Active Contracts

System ID	Period	District	Contract Dates	Days	% of Day	Positions	Actions
1161	2014-2015	(STAFF UPGRADE)	8/14/2014 - 6/5/2015	187 / 187	100%	0 Position(s)	  

Records: 1 Page 1 of 1



Demographics | Payroll | HR Info | Leave | Roles | Contact Info | Certifications | Documents | Reports

Black, John W Return to list

Use this screen to terminate an employee's contract. Provide the adjusted contract end date and contract days and the final payment for each calendar on which the employee is scheduled to receive payments. The software will calculate the balance of the contract amount and will prorate the amount over the final payments.

Contract Termination Details

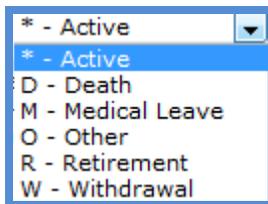
Adjusted Contract Days*

Contract End* 

Termination Code*

Final Payments By Calendar

- ▶ **Adjusted Contract Days** – Enter the actual number of days the employee has worked during this contract period. (This updates the days on the employee’s Service Record)
- ▶ **Contract End** - Enter the last day worked for the employee
- ▶ **Status** – Select the appropriate leave status from the drop down box.



Click  Save

A screenshot of a web application interface. At the top, there are tabs for 'Demographics', 'Payroll', 'HR Info', 'Leave', 'Roles', 'Contact Info', 'Certifications', 'Documents', and 'Reports'. Below the tabs, the name 'Black, John W' is displayed. A 'Return to list' link is in the top right. A text box contains instructions: 'Use this screen to terminate an employee's contract. Provide the adjusted contract end date and contract days and the final payment for each calendar on which the employee is scheduled to receive payments. The software will calculate the balance of the contract amount and will prorate the amount over the final payments.' Below this is the 'Contract Termination Details' section with fields for 'Adjusted Contract Days*', 'Contract End*' (with a calendar icon), and 'Termination Code*' (set to 'W - Withdrawal'). At the bottom is the 'Final Payments By Calendar' section with 'Save' and 'Cancel' buttons.

**Once the employee's contract has been terminated, it moves the contract to Terminated contracts.

Use the drop filter and select **Terminated Contracts**

A screenshot of the 'Employment Contracts' table in the same application. The table has columns for 'System ID', 'Period', 'District', 'Contract Dates', 'Conditions', and 'Actions'. The 'Filter' dropdown is open, showing options: 'Active Contracts', 'Terminated Contracts', and 'All Contracts'. The 'Terminated Contracts' option is highlighted. A red circle is drawn around the filter dropdown. The table currently shows 'No Configurations Found' and 'Records: 0'. Navigation buttons and 'Page 1 of 1' are at the bottom.

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Employment Contracts + Add Contract

Page Size: 10 | Period: Current Period | District: All Districts | Filter: Active Contracts
Terminated Contracts
All Contracts

System ID	Period	District	Contract Dates	Days	% of Day	Positions	Actions
472	2014-2015	(STAFF UPGRADE)	8/14/2014 - 5/15/2015 [O - Other]	150 / 187	100%	2 Position(s)	

▶ Select the **Positions** icon to review the payment schedule for the payoff.

Use this screen to modify the positions associated with this contract. All salaried wages will be pro-rated by 150 / 187 days or 0.8021

Positions + Add Position

Page Size: 10 | Calendar: All Calendars

System ID	Calendar	Name	PAC/DE	Coding	Actions
1186	Monthly	Stipend Coaching-003 GHS	13 / Y	420-36-6119.00-003-7	
2585	Monthly	Teacher-003 GHS	80 / N	420-36-6119.00-003-7-91-0-00	100.00% @ 41,500.00 per year

Records: 2 Page 1 of 1

Select to review the payment schedule of each position

▶ Select the edit icon to review the payment schedule of each position

▶ Scheduled Payments – calculates the employee’s payoff

Scheduled Payments Do not promote this position

<input type="checkbox"/> Scheduled	Payroll Period	Pay Date	Post Date	<input type="checkbox"/> Scheduled Amount	Actual Amount
<input type="checkbox"/>	Batch #132 09/01/2014-09/30/2014	9/30/2014	9/30/2014		Not Paid
<input type="checkbox"/>	Batch #142 10/01/2014-10/31/2014	10/31/2014	10/31/2014		Not Paid
<input type="checkbox"/>	Batch #148 11/01/2014-11/30/2014	11/30/2014	11/30/2014		Not Paid
<input type="checkbox"/>	Batch #159 12/01/2014-12/31/2014	12/31/2014	12/31/2014		Not Paid
<input type="checkbox"/>	Batch #166 01/01/2015-01/31/2015	1/31/2015	1/31/2015		Not Paid
<input checked="" type="checkbox"/>	Batch #177 02/01/2015-02/28/2015	2/27/2015	2/27/2015	\$2,487.39	\$2,487.39
<input checked="" type="checkbox"/>	Batch #185 03/01/2015-03/31/2015	3/27/2015	3/27/2015	\$2,056.02	\$2,056.02
<input checked="" type="checkbox"/>	Batch #200 04/01/2015-04/30/2015	4/30/2015	4/30/2015	\$2,056.02	\$2,056.02
<input checked="" type="checkbox"/>	05/01/2015-05/31/2015	5/31/2015	5/31/2015	\$5,165.28	
<input type="checkbox"/>	06/01/2015-06/30/2015	6/30/2015	6/30/2015		
<input type="checkbox"/>	07/01/2015-07/31/2015	7/31/2015	7/31/2015		
<input type="checkbox"/>	08/01/2015-08/31/2015	8/31/2015	8/31/2015		

