

SHARE HCM Checklist—Employee Termination

 **Target Audience:** All HR Employees

Purpose: SHARE HCM HR processing steps for employee termination, other than termination due to death. For termination due to death, notify and coordinate with Central Payroll before making any changes to the former employee's Job Data record

PRELIMINARY STEPS

- Verify that the employee is terminating employment with the state, and not merely transferring to another state agency
- Ensure you reference a copy of the approved supporting documenttion for the employee's last day worked, the employee's termination date, and the employee's termination reason (i.e. retirement, resignation, etc.)
- Ensure that an entry was previously made on the Time Reporter Data page to make the Workgroup Inactive
- Ensure that the employee's last TIMESHEET entry does not conflict with the expected TERM effective date

SHARE HCM DATA ENTRY

- Check to see if the employee has an active MCOP before the termination is entered. If an active MCOP exists, enter a new effective dated Job row and use Action = Pay Rate Change, Reason = Inactivate MCOP, and then delete the MCOP row
- Ensure the correct EFFECTIVE DATE is used when making the SHARE data entries
- Enter a new effective dated Job row (and Sequence Number, as needed) and select the Action/Reason for the employee Retirement or Termination and then save the entry
- Pay out or clear the employee's TLV balances, if applicable
- Inactivate the employee's direct deposit status after the TLV payout, if applicable
- Inactivate the employee's deductions, except the Employee/Employer worker comp deductions
- Inactivate the employee's Tirme Reporter Data status