# How to: Terminate an employee in ukg

1. Log into UKGPro
2. Menu – My Team – My Employees
3. Search for employee’s name
4. Click on employee’s name
5. On the right-hand side of the screen, in the “Things I Can Do” grey column, select “Terminate Employee”
6. Select & enter appropriate information into fields under the Terminate Section
   1. TERMINATION DATE: Enter Effective Date of termination
   2. LAST DAY WORKED: Enter employees last day of work
   3. PAY THROUGH: Enter the pay period ending date that the effective date is in.
   4. PRIMARY TERMINATION REASON: Choose closest reason applicable to termination reason

*(do not use any of the termination reasons with ZZZ in front of them)*

* 1. NOTES: Enter in short details of separation, if selected reason does not accurately reflect reason.
  2. ELIGIBLE FOR REHIRE: Check mark this box, if employee was NOT termed for egregious misconduct reasons
  3. INACTIVATE AUTOPAY: Leave unchecked
  4. ELIGIBLE FOR SEVERANCE: Leave unchecked, unless termination is due to severance eligible lay off
  5. INACTIVATE DIRECT DEPOSIT: Leave unchecked
  6. COBRA QUALIFYING EVENT: Leave unchecked
  7. REASSIGN DIRECT REPORTS: Leave unchecked, unless you are terminating a supervisor. *If needing to reassign direct reports:*
     1. Select the check box
     2. Click “View/Edit Assignments” Link
     3. Checkmark employees to be reassigned to supervisors
     4. Choose “Current Supervisor’s Supervisor” if you would like all direct reports to report to you OR Choose “Someone else” and search for other supervisor’s name by clicking on the magnify glass
     5. Click the green “Assign” button
     6. Reassignment reason: Select “Supervisor Change”

1. Click “Save” in top right
2. First level approver should be your PeopleOps Business Partner (You may have to change this)
3. Second level approver should be the Benefits Administrator (Defaults to correct person)
4. Third level approver should be the Payroll Coordinator (Defaults to correct person)
5. Click Submit
6. You will receive a notification that this has been submitted to the approval workflow