

UKGPRO Procedure Document

For Supervisors

How To: Terminate an Employee in UKG

1. Log into UltiPro
2. Menu - My Team - My Employees
3. Search for employee's name
4. Click on the 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 the fields under the Terminate Section
 - a. TERMINATION DATE: Enter Effective Date of termination
 - b. LAST DAY WORKED: Enter employees last day of work
 - c. PAY THROUGH: Enter the pay period ending date that the effective date is in.
 - d. PRIMARY TERMINATION REASON: Choose closest reason applicable to termination reason (do not use any of the termination reasons with the ZZZ in front of them)
 - e. NOTES: Enter in short details of separation if selected reason does not accurately reflect reason.
 - f. ELIGIBLE FOR REHIRE: Check mark this box, if employee was NOT termed for egregious misconduct reasons.
 - g. INACTIVATE AUTOPAY: Leave unchecked.
 - h. ELIGIBLE FOR SEVERANCE: Leave unchecked, unless you are a terminating supervisor. *If needing to reassign direct reports.*
 - i. Select the check box
 - ii. Click "View/Edit Assignments" Link
 - iii. Checkmark employees to be reassigned to supervisors
 - iv. 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 magnifying glass.
 - v. Click the green "Assign" button
 - vi. Reassignment reason: Select "Supervisor Change"
7. Click "Save" in the top right
8. First level approver should be your People Ops Business Partner (You may have to change this)
9. Second level approver should be the Benefits Manager (Defaults to correct person)
10. Third level approver should be the Payroll Coordinator (Defaults to correct person)
11. Click Submit
12. You will receive a notification that this has been submitted to the approval flow.