Terminating an Employee
Last Updated: May 2, 2024

Use this job aid as a checklist to guide you through the process of terminating an employee.

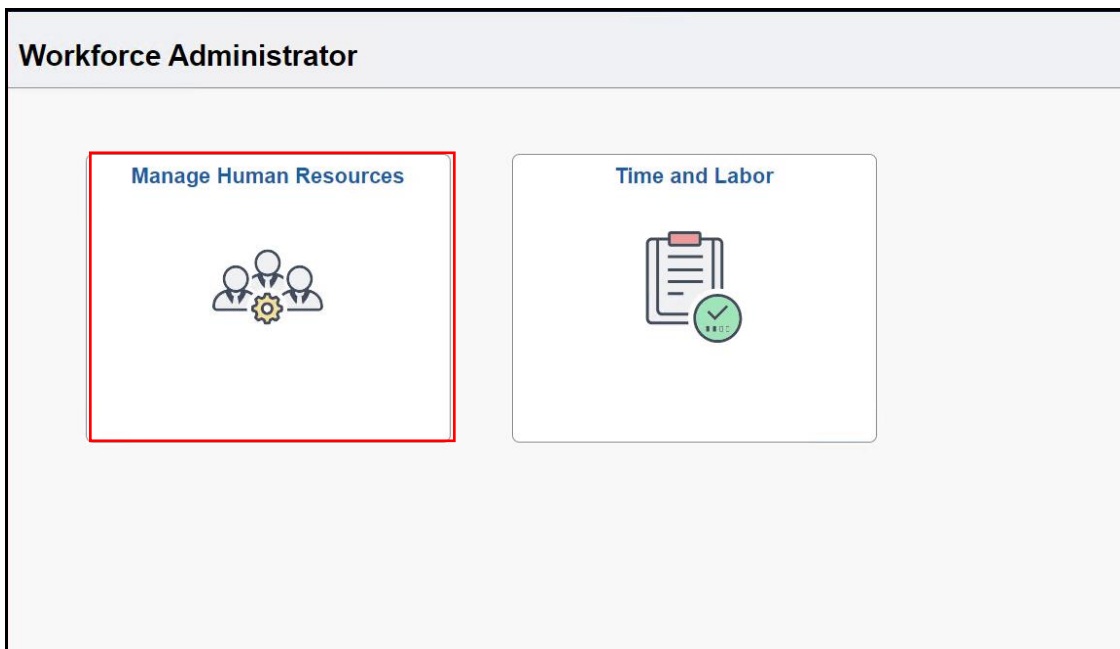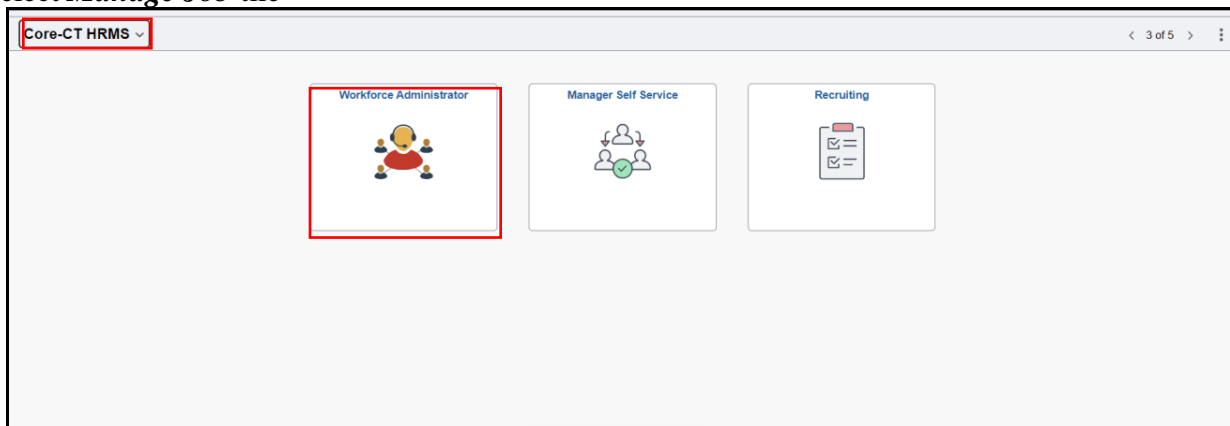## Part A – Terminate Employee in Job

Navigation:
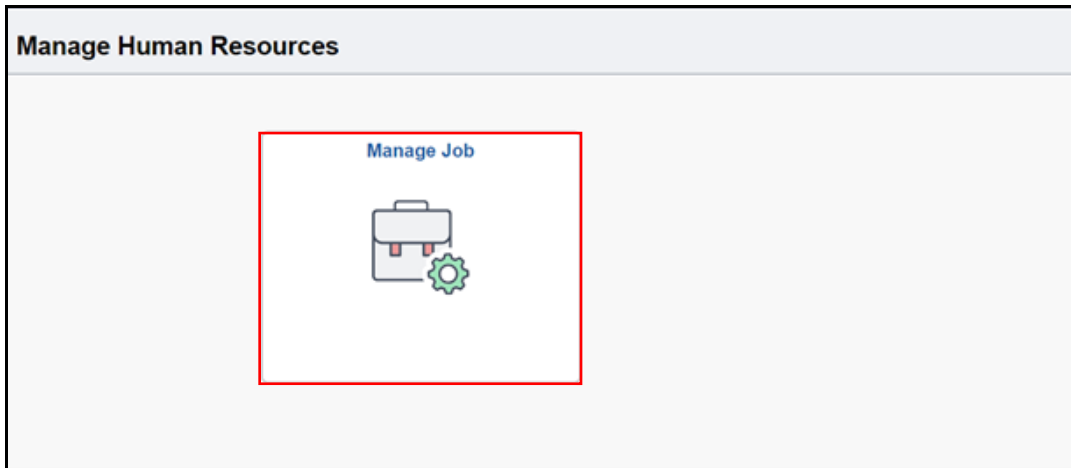Select *Core-CT HRMS*
Click *Workforce Administrator* tile
Click *Manage Human Resources* tile
Select *Manage Job* tile

Part A focuses on steps that need to be completed on the Job page.

	Step	**Step Details**	**Core-CT Module**
☐	**Terminate Employee**	1. Search for the "Employee ID" in the Empl ID field 2. Click the [Create Job Action] button in the top right corner to add a new effective date row 3. Enter and/or select the appropriate information (Effective Date, Effective Sequence, Action, and Reason) 4. Click "Continue" button **Important:** The effective date of termination is always the first full day that the employee is in terminated status. (The system will automatically default the day prior to this termination date in the "Last Date Worked" field on the Work Location tab.) **Important:** If employee is enrolled in health coverage, careful attention must be given to whether the employee's final paycheck should include deductions for benefit premiums. If the employee owes premiums for this pay period, the Termination row in Job must not be entered until **after** the confirmation of this final paycheck. This will ensure that the employee's Job record remains active so that these benefit premiums are calculated correctly. **Important:** The **Action** dropdown selected must be either	**HR**

"Termination" or "Terminated with Benefits"**.**
- o **Termination** is used if the employee is separating from State service, and all benefits held as an active employee are to cease at that time. The individual is not eligible for the continuation of health and/or life insurance coverage that may have been held as an active employee.
- o **Terminated with Benefits** is used if the individual is to continue receiving health and/or life insurance coverage for a period of time after termination (such as occurs with Layoffs or active Worker's Compensation claims).
- o **NOTE: On and after April 1, 2010 retirements are to be terminated using the action of Termination with the exception of those retirees with life insurance who are continuing to receive workers compensation benefits.** For those employees, please contact Group Life Insurance at 860-702-3537 for assistance.
- o **NOTE: The job indicator field located in Job/Work Location section needs to be changed to Secondary when using the Action of Termination.**

Important: Once an employee has been terminated in Job, no new effective-dated row should be added at the agency–level unless the employee is being rehired. _**EXCEPTION**_: If the employee is retired, a Rehire action should never be entered subsequent to the termination action. If the rehire of a retiree is required for any reason, such as to process a payout or to rehire under the 120-Day Program, an Additional Employment Instance (Job Record) must always be established.

Important: The Time Reporter Data page will be inactivated by an automated process which runs overnight. This process will automatically inactivate the Time Reporter Status with the same effective date as the Termination (TER) or the Terminated with Benefits (TWB) row that has been entered on Job. The Time Reporter Status may also be manually inactivated at the same time the termination row is entered into Job but that termination row MUST be saved prior to proceeding to the Time Reporter Data page. Once the Termination row is saved in Job:
1. Click the Time Reporter Data link in the Reference Links section on the right-hand side of the page. A new browser tab will open.
2. Add a new row with an effective date that is the same as the termination row in Job Data
3. Set the *Status link to "INACTIVE"
4. Click the "Save" button on the Time Reporter page
5. Return to Job browser tab and click on "Summary" section

		6. Click "Submit" button 7. Enter comments as applicable 8. Click "Submit" button	

Part B – Review Timesheet

Navigation:

Select *Main Menu* tile
Click *Core-CT HRMS* tile
Click *Manager Self Service* tile
Select *Team Time* tile
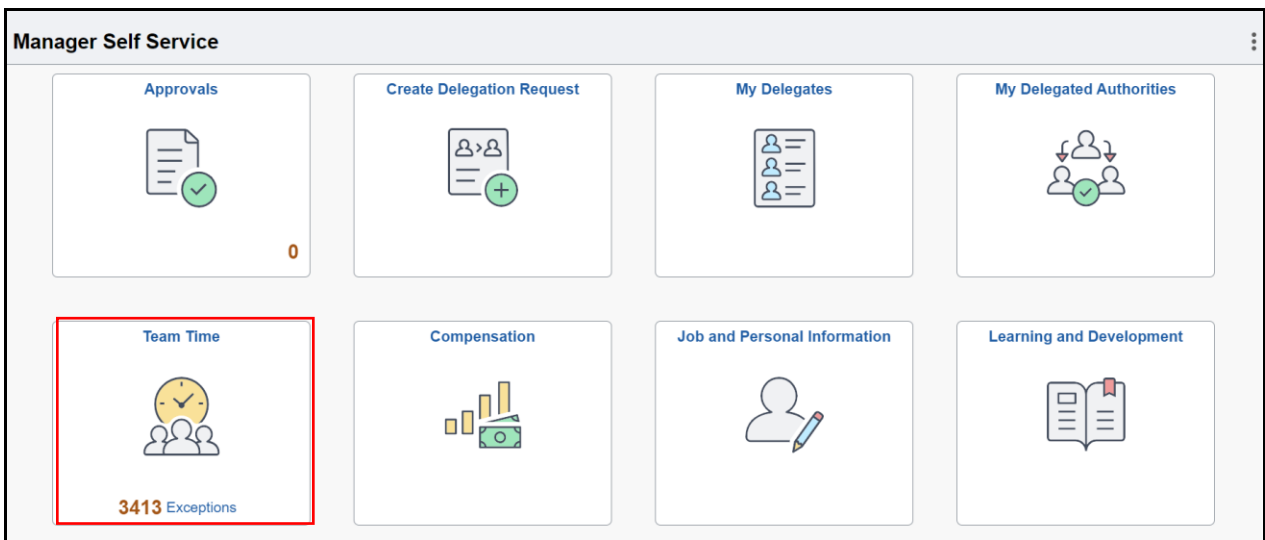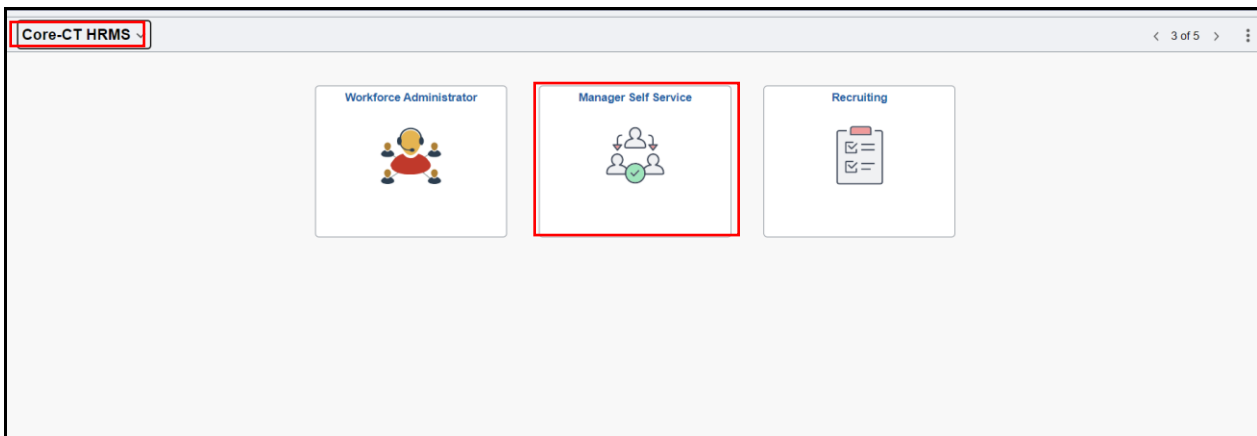
	Step	Step Details	Core-CT Module
		Part B focuses on steps that need to be completed on the Timesheet if the Time and Labor module is being used.	
☐	**Review time entered in Timesheet**	1. Navigate to the Time Sheet 2. Search for the "Employee ID" in the Employee ID search field or select the appropriate search field to enter information **Important:** Verify all time entered is appropriate for remaining period of employment. Do not enter any time for the date the employee is terminated or any dates following the termination date. **Important:** If employee is entitled to a payout at the time of termination, it is important you enter it at this time. Payouts may only be made in the pay period the employee is active. If you wait until the next pay period, the system will not issue the amount. If the appropriate time reporting code is used for the payout, the balance will be zeroed out. **Important:** Use the leave adjustment TRCs to zero-out the employee's sick, vacation, personal leave, compensatory and holiday balances. The balances have to be zeroed out on or before the last day worked. If payouts were made for these balances using the payout and earn code deduction or TRC, it will not be necessary to zero them out, **except in the case where an employee has a sick time balance in excess of the amount to be paid out. In that case, the excess hours must be zeroed out in a separate transaction.** **Important:** If the employee works overtime in the week of the termination the overtime will have to manually be split and input as straight (OTST) and time-and-a-half (OT15) on the timesheet. The system cannot calculate the overtime because a full week is not being posted.	TL

Part C – Terminate Employee Schedule

Procedure:

Navigation:

Nav Bar > Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule
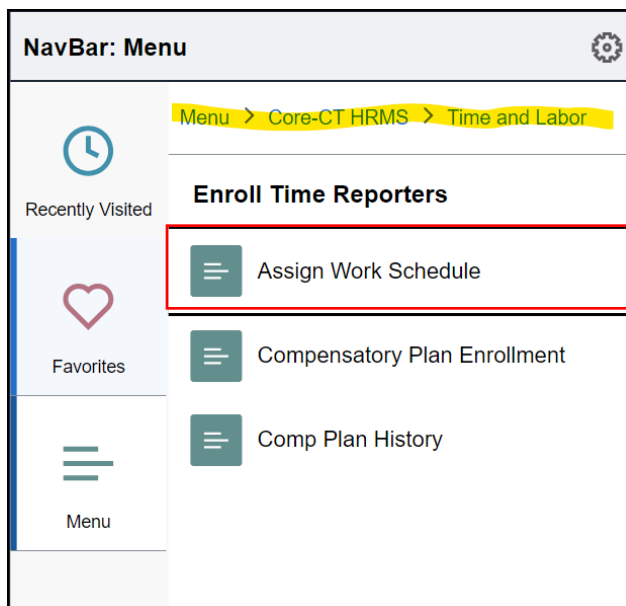
	Part C focuses on steps that need to be completed on the Assign Work Schedule page if you are using the Time and Labor Module in Core-CT.		
	Step	**Step Details**	**Core-CT Module**
☐	**Assign Zero Hours Work for Terminated Employee**	1. Search for the "Employee ID" in the **Empl ID** field 2. Add a row with an effective date equal to the date of termination 3. Choose the "Select Predefined Schedule" in the *Assignment Method dropdown 4. Assign "ZERO_HOURS" in the **Schedule ID** dropdown 5. Click "Save" **Important:** This step is necessary only for Exception Time Reporters. Positive Time Reporters should already be active with a Zero-Hours schedule.	**TL**

Part D – Terminate Benefits

Procedure:

Nav Bar

Navigation:

Nav Bar > Menu> Core-CT HRMS> Benefits> Manage Automated Enrollment> Events> On-Demand Event Process

			Core-CT Module
	Step	**Step Details**	
☐	**Finalize Termination (TER) Event**	1. Search for the "Employee ID" in the Empl ID field 2. Click Schedule/Prepare Activity (or Prepare Options, if the event has run overnight) 3. Check the Finalize/Apply Defaults box 4. Click the Validate/Finalize button **Important:** Once the Termination event is Validated and	**BN**
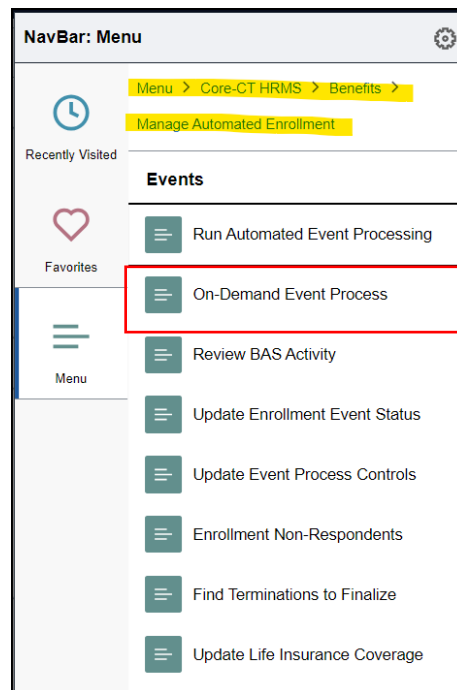
Part D focuses on steps that need to be completed in the On-Demand Event Process page in order to terminate the employee's benefits in Core-CT.

		Finalized, be sure that no existing events with an effective date that is subsequent to that termination date reflect an out of sequence check mark. If any of these events are out of sequence, they must be reprocessed back into sequence. _**EXCEPTION**_: For employees who terminate on July 1 of any given year, the existing Open Enrollment event with that same effective date must be Validated and Finalized **prior** to the entry of the Termination row in Job. This OE event must never be opened and reprocessed in the future in order to avoid a lapse in the employee's health coverage. **Important:** Review the Benefit Terminations Report (_**Main Menu> Core-CT HRMS > Benefits > Manage Automated Enrollment > Investigate Exceptions > Benefit Terminations**_) to identify employee records that require Finalization.	
☐	**Finalize Terminated with Benefits (TWB) Event**	1. Navigate to _**Nav Bar > Menu > Core-CT HRMS> Benefits > Manage Automated Enrollment > Events > On-Demand Event Process**_ 2. Search for the "Employee ID" in the Empl ID field 3. Click Schedule/Prepare Activity (or Prepare Options, if the event has run overnight) 4. Check the Finalize/Apply Defaults box 5. Click the Validate/Finalize button **Important**: The only action reasons that should be used as of May 1, 2010 for TWB are: LAU – Layoff UCHC, LAY – Layoff Due to Lack of Employment or TWC – Term Continue to Receive Workers Compensation. **Important**: If an employee is retiring and continuing to receive workers compensation and has life insurance, contact Group Life Insurance at 860-702-3537.	**BN**

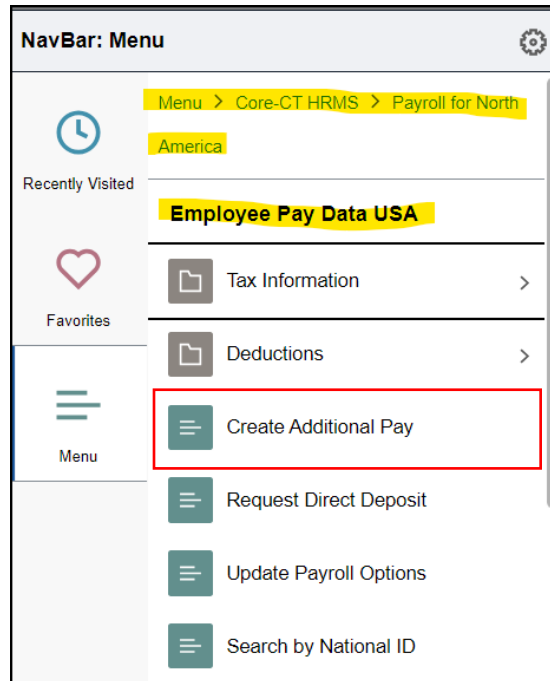## Part E – Terminate Additional Pay Record

Procedure:

Nav Bar

Navigation:

**Nav Bar > Menu> Core-CT HRMS> Payroll for North America> Employee Pay Data USA> Create Additional Pay**

|	Step	Step Details	Core-CT Module
Part E needs to be performed if an employee is set up with an active Additional Pay record.			
☐	**Terminate Additional Pay**	1. Enter and/or select the appropriate information to enter into the appropriate field. **Important:** Review all Additional Pay Earn Codes to verify if payment is appropriate for the terminated pay period. **Important:** If the employee is entitled to a payout at the time of termination it is important you enter it at this time. Payouts can only be made in the pay period the employee is active. If you wait until the next pay period the system will not issue the amount. **Important:** Review all Earn Codes for end dates; if end date is after the termination, make sure this record is terminated (take special note of Furlough days).	**PY**

Part F – Terminate General Deductions
Procedure:

Navigation:

Nav Bar > Menu> Core-CT HRMS> Payroll for North America> Employee Pay Data USA> Deductions> Create General Deductions
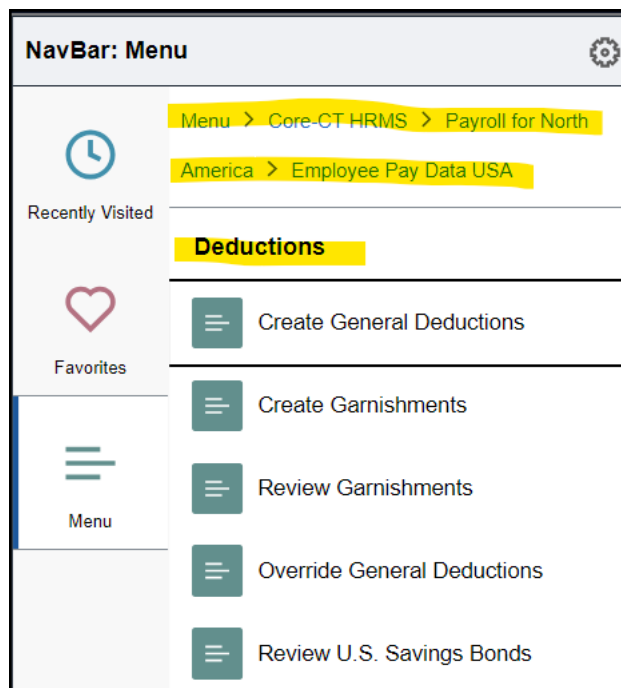
			Core-CT Module
Part F needs to be performed if an employee is set up with General Deductions.			
	Step	**Step Details**	
☐	**Terminate General Deductions**	1. Enter and/or select the appropriate information to enter into the appropriate field **Important:** If the employee has an existing deduction to the Retiree Health Fund (OPEB, OPE2. OTRS, OTR2, or ADJOPE) the agency must determine if the employee is eligible for and has requested a refund and, if so, process it with the final check. See Job Aid entitled **Refunding Employee Contributions to Retirement Health Fund (OPEB and OTRS)** for further instructions. **Important:** If the employee has had an OPEB, OPE2, OTRS, OTR2, ADJOPE, OPER, OTER or ADJOER deduction, and is not eligible for or has not requested a refund, the deduction	**PY**

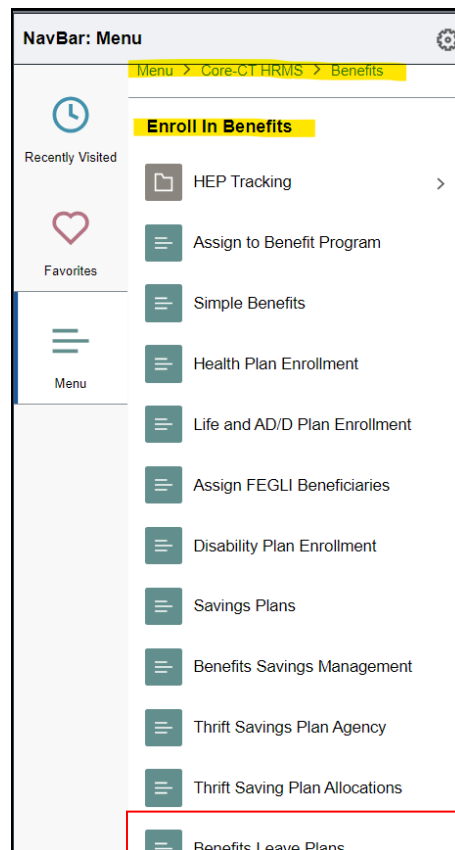|		should not be closed until the last pay period salaries have been issued. **Important:** Review all General Deductions to verify if deduction is appropriate for the terminated pay period. **Important:** General Deductions need to be closed effective the last pay period salaries have been issued.	

Part G – Terminate Leave Plans

Procedure:

Navigation:

Nav Bar > Menu> Core-CT HRMS> Benefits> Enroll In Benefits> Benefits Leave Plans

|	Step	Step Details	Core-CT Module
Part G needs to be performed if an employee is in enrolled in leave plans			
☐	**Terminate Leave Plans**	1. Enter and/or select the appropriate information to enter into the appropriate field. 2. Add a new row and enroll the employee in the No Accrual plans (SNOACC, VNOACC, PNOACC). a. Add a new row and terminate the leave plans. 3. **Important:** Any accrual balances remaining as of the termination date must be zeroed out on the Timesheet using the appropriate time reporting code(s). See Part B for more information. The balances must be zeroed out prior to the termination. 4. **Important:** The effective date of the No Accrual plans is the date the employee should stop accruing time. The effective date to terminate the plans should be a date on or after the termination date but cannot be prior to the last accrual process date. 5. **Important:** The transaction to zero out leave balances must process through a paycheck. These transactions will not be processed for an employee on a leave of absence, who is terminated, or who is on a paid leave but will not receive a paycheck.	**BN**

Part H – Terminate Compensatory Plans

Procedure:

Navigation:

Nav Bar > Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment
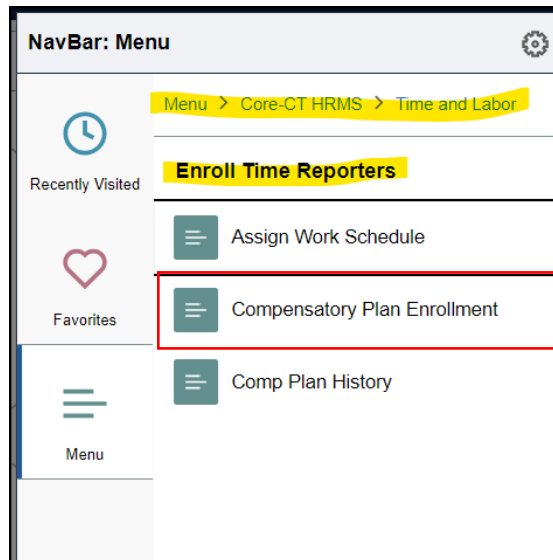
Part H needs to be performed if an employee is enrolled in Compensatory Plans			
	Step	**Step Details**	**Core-CT Module**
☐	**Terminate Comp Plans**	1. Enter and/or select the appropriate information to enter into the appropriate field. **Important:** Any regular or holiday comp time remaining at the time of termination must be zeroed out on the Timesheet using the appropriate time reporting code(s). See Part B for more information. The balances must be zeroed out prior to the termination of the Comp Plans. **Important:** The transaction to terminate the Comp plans should not be processed until after the last paycheck has been issued. The effective date to terminate the Comp plans should be the same as the employee's termination date in Job	**TL**