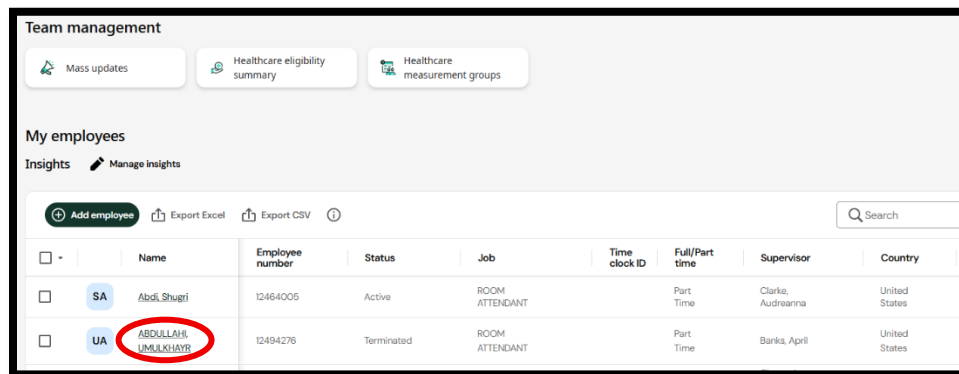


HOW TO COMPLETE TERMINATIONS

Terminations in UKG Pro should be completed as they occur as failure to input separations can result in overpayment and inaccurate records.

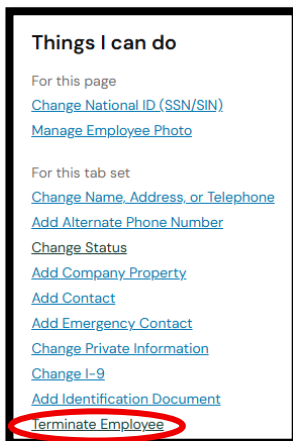
Main Menu > Administration (lower left-hand side) > Team Overview

- From the **Team Management** page, click on the associate you want to terminate.



	Name	Employee number	Status	Job	Time clock ID	Full/Part time	Supervisor	Country
<input type="checkbox"/>	SA Abdil Shugri	12464005	Active	ROOM ATTENDANT		Part Time	Clarke, Audreanna	United States
<input type="checkbox"/>	UA ABDULLAH UMUKHAYR	12494276	Terminated	ROOM ATTENDANT		Part Time	Banks, April	United States

- There are two ways to terminate an employee:
 - On the right-hand side, under 'things I can do,' click on **Terminate Employee**.
 - OR
 - Click on **Personal** in the top left-hand corner, click on **Termination Info**, and click on **Terminate Employee**.



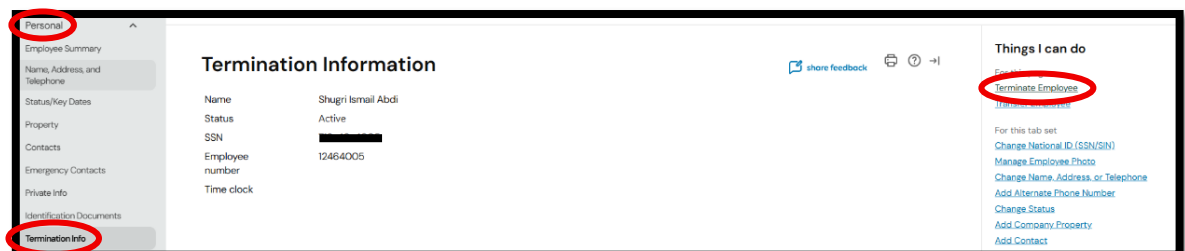
Things I can do

For this page

- [Change National ID \(SSN/SIN\)](#)
- [Manage Employee Photo](#)

For this tab set

- [Change Name, Address, or Telephone](#)
- [Add Alternate Phone Number](#)
- [Change Status](#)
- [Add Company Property](#)
- [Add Contact](#)
- [Add Emergency Contact](#)
- [Change Private Information](#)
- [Change I-9](#)
- [Add Identification Document](#)
- [Terminate Employee](#)**



Personal

Employee Summary

Name, Address, and Telephone

Status/Key Dates

Property

Contacts

Emergency Contacts

Private Info

Identification Documents

Termination Info

Termination Information

Name: Shugri Ismail Abdi

Status: Active

SSN: [REDACTED]

Employee number: 12464005

Time clock: [REDACTED]

Things I can do

- [Terminate Employee](#)**
- [Transfer Employee](#)

For this tab set

- [Change National ID \(SSN/SIN\)](#)
- [Manage Employee Photo](#)
- [Change Name, Address, or Telephone](#)
- [Add Alternate Phone Number](#)
- [Change Status](#)
- [Add Company Property](#)
- [Add Contact](#)

- Enter the **termination date**, **paid through date**, **termination reason**, and **add a note**. The last day worked section is optional but encouraged for payroll purposes.
- In the **notes** section, provide a short factual description of the reason for separation/resignation. This is the same information you currently include at the bottom of our separation reports.
- Paid-through date is the most important section to complete accurately as it drives pay

- For salaried employees, the paid-through date should match the last day worked
- For hourly employees, the paid-through date should reflect the end of the payroll date

A screenshot of a termination form. The following fields are circled in red: 'Termination date', 'Paid through', 'Termination reason', and 'Notes'. The form includes input fields for dates (MM/DD/YYYY), a search bar for termination reason, a dropdown for termination type (currently showing 'Torgerson Properties Inc.'), and a large text area for notes.

- Be sure to check the appropriate box below and add any necessary documents (ex. text messages, emails, disciplinary actions, etc.)

A screenshot of a section with checkboxes and a button. The checkboxes are: 'Eligible for rehire' (checked), 'Inactivate autopay', 'Eligible for severance', 'Inactivate direct deposit', and 'Reassign direct reports'. Below these is an 'Upload Documents' section with an 'Add Documents' button. The 'Add Documents' button is circled in red.

- Click **Save** and go back to your employee list to verify the associate is terminated.

A screenshot of an employee list table. The table has columns: Name, Employee number, Status, Job, Time clock ID, Full/Part time, Supervisor, Country, and Termination. The 'Termination' column is circled in red. Two rows are highlighted: one for 'Abdi, Shugri' (Active) and one for 'ABDULLAH UMULKHAYR' (Terminated). The 'ABDULLAH UMULKHAYR' row is circled in red, and the date '10/05/2025' in the 'Termination' column for that row is also circled in red.

	Name	Employee number	Status	Job	Time clock ID	Full/Part time	Supervisor	Country	Termination
<input type="checkbox"/>	SA Abdi, Shugri	12464005	Active	ROOM ATTENDANT		Part Time	Clarke, Audreanna	United States	
<input type="checkbox"/>	UA ABDULLAH UMULKHAYR	12494276	Terminated	ROOM ATTENDANT		Part Time	Banks, April	United States	10/05/2025