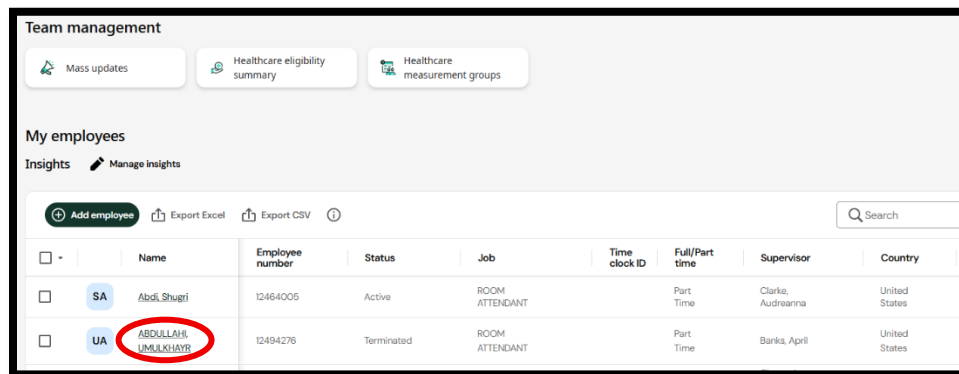# HOW TO COMPLETE TERMINATIONS

<mark>Terminations in UKG Pro should be completed as they occur as failure to input separations can result in overpayment and inaccurate records.</mark>
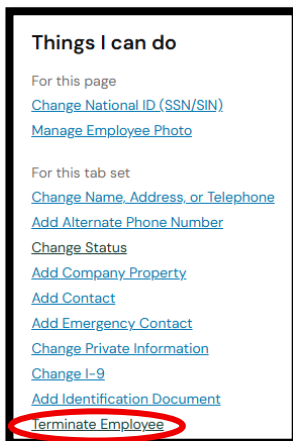
Main Menu > Administration (lower left-hand side) > Team Overview

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

- 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**.
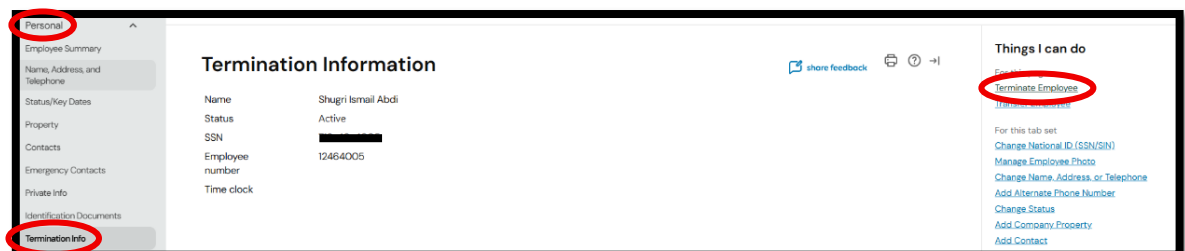

- Enter the **termination date**, **paid through date**, **termination reason, and add a note**. The last day worked section is optional but encouraged for payroll purposes.
- In the **notes** section, provide a short factual description of the reason for separation/resignation. This is the same information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

- 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

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

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