

# 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.

## My Team > Team Overview

- 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 <b>ABDULLAH UMUKHAYR</b>	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

### Termination Information

Name: Shugri Ismail Abdi  
Status: Active  
SSN: [REDACTED]  
Employee number: 12464005  
Time clock: [REDACTED]

Things I can do

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

Termination date: MM/DD/YYYY

Last day worked: MM/DD/YYYY

Paid through: MM/DD/YYYY

Termination reason: [Search icon] X

Termination type: [Dropdown]

Home company: Torgerson Properties Inc.

Notes: [Text area]

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

Eligible for rehire ☒

Inactivate autopay ☐

Eligible for severance ☐

Inactivate direct deposit ☐

Reassign direct reports ☐

Upload Documents

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

Team management

Mass updates Healthcare eligibility summary Healthcare measurement groups

My employees

Insights Manage insights

+ Add employee Export Excel Export CSV Search

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<input type="checkbox"/>	UA ABDULLAH UMULKHAYR	12494276	Terminated	ROOM ATTENDANT		Part Time	Banks, April	United States	10/05/2025