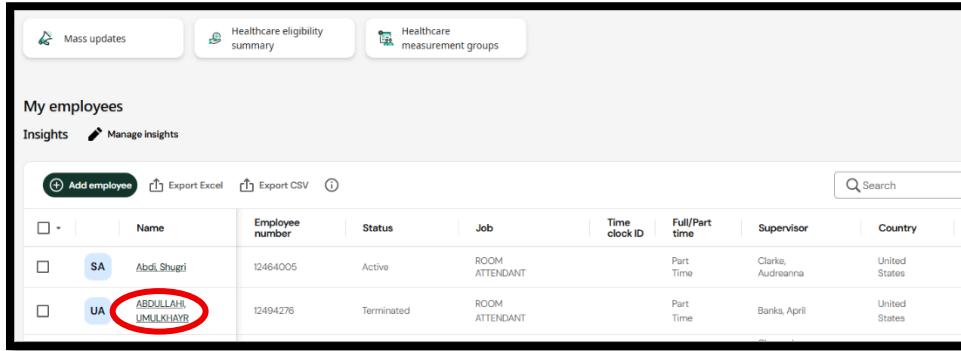


HOW TO COMPLETE TERMINATIONS

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.



The screenshot shows the 'My employees' section of the UKG Pro Team Overview. It includes buttons for 'Mass updates', 'Healthcare eligibility summary', and 'Healthcare measurement groups'. Below these are 'Insights' and 'Manage insights' buttons. A search bar is at the top right. The main table lists employees with columns for Name, Employee number, Status, Job, Time clock ID, Full/Part time, Supervisor, and Country. The employee 'ABDULLAH, UMULKHAYR' is highlighted with a red circle.

	Name	Employee number	Status	Job	Time clock ID	Full/Part time	Supervisor	Country
SA	Abdi, Shugri	12464005	Active	ROOM ATTENDANT		Part Time	Clarke, Audreanna	United States
UA	ABDULLAH, UMULKHAYR	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**.
 - Click on **Personal** in the top left-hand corner, click on **Termination Info**, and click on **Terminate Employee**.



The screenshot shows the 'Personal' tab of an employee's profile. On the left is a sidebar with 'Things I can do' and a list of actions. The main area is titled 'Termination Information' and shows fields for Name (Shugri Ismail Abdi), Status (Active), SSN (redacted), Employee number (12464005), and Time clock. The 'Termination Info' button in the sidebar is highlighted with a red circle.

- 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:
Termination type: Torgerson Properties Inc.
Home company:
Notes:

- 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

My employees

Insights

<input type="button" value="Add employee"/>	<input type="button" value="Export Excel"/>	<input type="button" value="Export CSV"/>	<input type="button" value="Help"/>	<input type="button" value="Search"/>	<input type="button" value="Print"/>				
	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, UMUL KHAYR	12494276	Terminated	ROOM ATTENDANT		Part Time	Banks, April	United States	10/05/2025