University of Connecticut

Terminating an Employee Job Aid

Overview   Department Processors are responsible for initiating a termination template in Core-CT. Once the termination template is complete, it is submitted to the Payroll Department to be finalized.

In Core-CT, terminations start at the open of the business day following the date of the termination. This is a change from current University process.

There are **five** Smart HR *Termination* templates in Core-CT, one for each employee population. Each template is identical. The five are as follows:

- UC_DC_TERM_STU: Termination – Student
- UC_DC_TERM_GRD: Termination – Graduate
- UC_DC_TERM_CLS: Termination – Classified
- UC_DC_TERM_UNCL: Termination – Unclassified
- UC_DC_TERM_SPEC: Termination – Special Payroll

As a reminder, terminations are required in Core-CT, as employees cannot remain "Active" in the system. Use this job aid to process a termination for an employee in Core-CT. This example uses the *Student Termination* template.

Process Steps

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	From the **Smart HR Transactions** page, enter the following: • **Transaction Type:** All • **Select Template:** UC_DC_TERM_STU	Smart HR Transactions Select a template and press Create Transaction. **Transaction Template** ? Transaction Type All Select Template UC_DC_TERM_STU UConn Separation - Student Employees Create Transaction
3	On the **Enter Transaction Details,** enter the following: • **Employee ID**: Enter the employee ID for the employee being terminated. If unknown, click the **magnifying glass** to search for the employee. • **Employment Record Number:** This will auto-populate with the most recent employment number. If the employee has more than one Active employment record, select the one the employee is being terminated for. • **Job Effective Date**: Enter the date the termination is effective. In Core-CT, this is the day immediately following their last day of employment.	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Separation - Student Employees *Employee ID 181820 Rosetta Robinson *Employment Record Number 0 (Student Admin Asst) *Job Effective Date 07/20/2016 Action Termination *Reason Code Continue Cancel
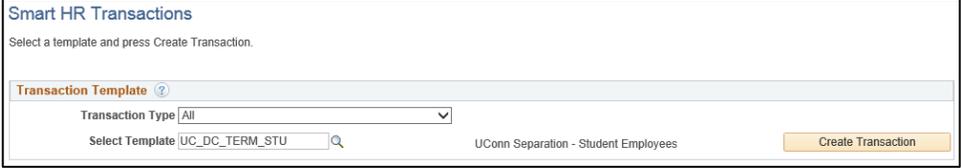
Step	Action	Screenshot
4	Click the **Reason Code** drop down to select the appropriate reason for the termination. **Reason Code**: Select a reason for the termination. Then, click **Continue**.	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Separation - Student Employees *Employee ID 181820 Rosetta Robinson *Employment Record Number *Job Effective Date Action *Reason Code Continue Cancel Acting Appts-UNIVS only Ended Cancel Employment Death Dis Retirement Non Service Disability Retirement Service Discharge Fail WTP, Return Layoff/Reempl Failure to Return from Leave Hazardous Duty Retirement Invalid Employee ID Layoff – Judicial Layoff Due To Lack Of Work Leave Expired, Not Extended No Employment - Payout Only Non Disciplinary Termination Non Renewal Of Contract Non-perm Appt Ended
5	On the **Enter Transaction Information** page, the **Department** and **Job Code** will be pre-populated and read-only. The **Comments** section of the template should be used to provide termination payment instructions to Payroll, such as the last date paid through. The paper form that is used today that includes last day worked and last day paid information is being removed. In Core-CT, enter this information in the comments section to keep record of this information.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Return to Enter Transaction Details Page Save for Later Cancel Terminate Employee Work Location - Job Fields Department UOC01564 Job Information - Job Code Job Code 2110ST Comments Comments Terminate Rosetta Robinson effective start of business 7/20/2016 Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
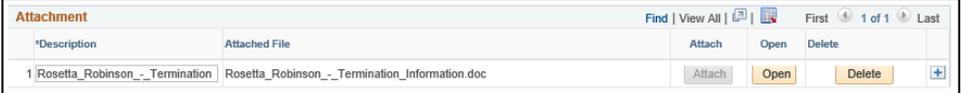
6	Click **Save and Calculate.** At the bottom of the template, an **Attachment** section will open. If applicable, search for an attachment to include with the termination. Click the **plus sign (+)** to add additional attachments.	
7	When all information on the template is complete, click **Save and Submit** to route the termination template to the Payroll Department.	