

Terminating an Employee in IVEE

Step	Process	Payroll Module Screen	Description
1	Change the Employee Position Ending Date	<i>Employees > Employee Positions & Pay</i>	<ul style="list-style-type: none"> Enter in the Employee's last work day and ending pay period on the Pay tab. Check the distribution tab to view the final gross pay for any position. Once the payroll journals are generated this will clear the encumbrance for this position's salary. Change Position Status from "Open" to "Closed"
2	Verify and Adjust Leave Balances	<i>Employees > Employee Leave Plans</i>	<ul style="list-style-type: none"> Verify all leave plans for the employee. Determine if any leave related docks must be processed.
3	Process Leave Related Docks	<i>Employees > Employee Maintenance, Actions > Payroll Journal</i>	<ul style="list-style-type: none"> If you do not use Leave Docking within Payroll Processing, make sure that any needed docks are entered as Payroll Journal Adjustments
4	Enter Supplemental Pay Record for Vacation/Leave Payout	<i>Employees > Employee Positions & Pay</i>	<ul style="list-style-type: none"> Enter any supplemental pay records to pay out vacation or other leave plans according to your districts policy
5	Verify Benefits and Deductions for Final Check	<i>Employees > Employee Deductions and Benefits</i>	<ul style="list-style-type: none"> Review any deductions that need to be excluded from the final check. Change status to Inactive and set amount to 0.
6	Process Final Paycheck	<i>Payroll Processing > Process Payroll</i>	<ul style="list-style-type: none"> Process and close payroll as usual
7	Compute All Year	<i>Employees > Employee Maintenance, Actions > Payroll Journal, Actions > Compute All Year</i>	<ul style="list-style-type: none"> This action will clear any remaining benefit encumbrances for the remainder of the year.
8	Change the Employee Status	<i>Employees > Employee Maintenance</i>	<ul style="list-style-type: none"> In the General Information tab, change the Employee's Status to Inactive and uncheck the Issue Payroll Check flag. In the Dates/Demographics tab, enter the Termination Date and Reason. (Reason Codes are defined in the HR Module.) You may also Archive the employee record by selecting the Archive flag.
9	iVisions Account (if applicable)	<i>District Admin Login > User Accounts</i>	<ul style="list-style-type: none"> Uncheck Workflow option for the employee Deactivate account if desired