

Terminating an Employee

These instructions describe the steps to follow in the MiCase Human Resources System, when an individual's employment is terminated.

1. Personnel Module → Primary Employee Screen

Make the appropriate entries in the following fields, to reflect the circumstances of the employee's termination, then *Save*:

Termination Date -Date of termination

REP Employ. Status -examples:

- 13 (Discharged)
- 16 (Retired – Position will not be filled)
- 19 (Retired – Position will be filled)

ORS Status Code -examples:

- 01 (Retired)
- 02 (Terminated/Separated)

TSA Status -T (Terminated)

2. Personnel Module → Registry of Educational Personnel Screen

Examine the *Assignment Data* page and revise to reflect the employee's current assignment(s). On the Demographic tab, change the *Termination/Separation Date* and *Employment Status* (which should match the Primary Employee Screen ORS status Code) to the new correct values. Leave the "Include in REP submission?" checkbox checked until the next REP submission. After it has been submitted, uncheck this box.

3. Payroll Employee Records Module → Primary Contract/Salary Screen

Make the appropriate entries in the following fields to reflect the circumstances of the employee's termination, and then *Save*:

Termination Pay? -change from F (false) to T (true)

Payment Frequency -change to 0 (Inactive)

MPSERS End Date -change to match Term Date or end of pay period date

For further details, refer to the MiCase Human Resources System User's Guide.

4. Payroll Employee Records Module → Additional Contracts/Salaries Screen

Make the same changes as above for the **Primary Contract/Salary Screen** for each Additional contract (if any) item the employee has.

5. Payroll Employee Records Module → Employee Benefits Screen

If the termination should cause a change in the employee's benefits, examine this screen and verify that it reflects the termination and then *Save*. In particular, when an employee is no longer to receive any fixed-amount benefits (e.g. health insurance – not FICA or MPSRS), change the *Ben. Frequency* code to "0 = item is currently inactive".

6. Payroll Employee Records Module → Employee Elective Deductions Screen

When an employee is no longer to receive any elective deductions, change the *Ded. Frequency code* to "0 = item is currently inactive". It should not be necessary to change the *Ded. Frequency codes* to "0 = item is currently inactive" on the Employee **Mandatory Deductions Screen**.

7. *Employee Absence Records Module* → *Employee Leave Control Screen*

After the employee's final payroll and cashing out of leave (if you do that), you may blank out the *Group* code and set the *Balance* and *Used YTD* to zero if desired.