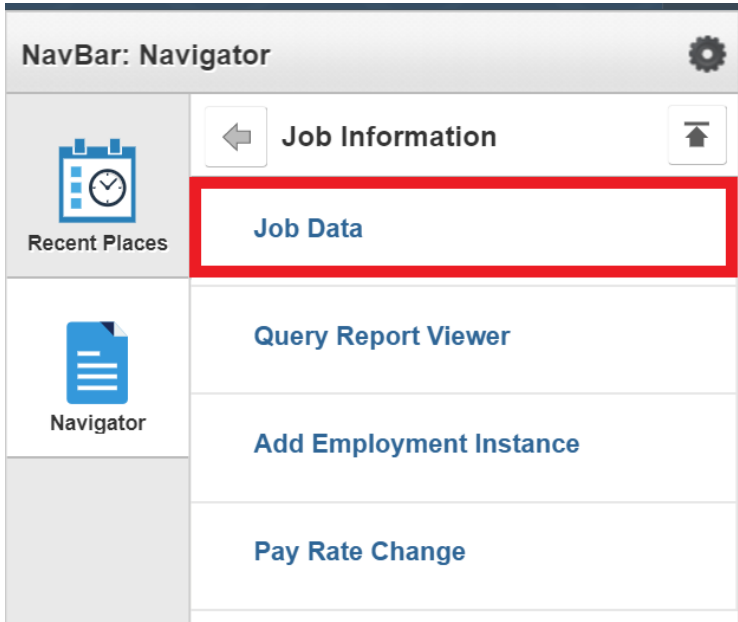



How to Terminate an Employee

1. Navigate to *NavBar* > *Navigator* > *Workforce Administration* > *Job Information* > *Job Data*



2. Search for the employee using one of more of the criteria.

[Favorites](#) > [Main Menu](#) > [Workforce Administration](#) > [Job Information](#) > [Job Data](#)



Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

[Basic Search](#)

3. Click on the  button to add a row.

4. Enter the **Effective Date** of the termination (this would be the day after the employee’s last day of work).
5. Change the **Effective Sequence** number if the termination action is effective on the same date as another action.
 - For example, if there is another action on 10/31/20, change the Effective Sequence to 1 for the termination).
6. Enter the **Action** (Termination, Retirement).
7. Enter the **Reason** for the action selected.
8. Enter the **Separation Type**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Hi Exec Job | Job Earnings Distribution

Person, Test Empl ID 00181429
Employee Empl Record 0

Work Location Details ? Find First 1 of 2 Last

*Effective Date 10/31/2020 HR Status Inactive Payroll Terminated

Effective Sequence 0 *Job Indicator Primary Job

*Action Termination
*Reason Personal Reasons
Separation Type Resignation

Position Number Y1000001 House Representative Dist 01 Future

Position Entry Date 10/19/2020
 Position Management Record

Regulatory Region STATE State of Hawaii
Company LEG Hawaii State Legislature
Business Unit LEG Hawaii State Legislature
Department 10001 House District 01
Department Entry Date 10/19/2020

Legal Authority
254 characters remaining

Job Comments

9. Enter any job comments if necessary.
10. Click the **EPAR Print** box if an EPAR is needed.

Future

Position Number House Representative Dist 01

Position Entry Date 10/19/2020 Position Management Record

Regulatory Region STATE State of Hawaii

Company LEG Hawaii State Legislature

Business Unit LEG Hawaii State Legislature

Department 10001 House District 01

Department Entry Date 10/19/2020

Hawaii Org ID 00001

Location LEG02 Hawaii State Legislature-Oahu

Establishment ID

Legal Authority

Job Comments

Date Created 10/19/2020 EPAR Print

11. To verify last date worked, click on **Employment Data** at the bottom of the screen. The last date worked will be listed (day prior to the effective date).

Employment Information | Hi Exec Job | Job Earnings Distribution

Person, Test Employee Empl ID 00181429 Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Hire Date 10/19/2020 Override

Rehire Date 10/19/2020 First Start Date 10/19/2020

Termination Date	Years	Months	Days
Org Instance Service Date 10/19/2020	0	0	0

Last Date Worked 10/30/2020 Override Last Date Worked

Organizational Assignment Data ?

Instance Record

Home/Host Classification	Years	Months	Days
Home	0	0	0
State Employment Date 10/19/2020	0	0	0
Benefits Service Date 10/19/2020 <input type="checkbox"/> Override	0	0	0

Job Data | **Employment Data** | Benefits Program Participation

12. Click **Save** to save the transaction.