STEPS TO KEY YOUR TERMINATIONS IN PAYLOCITY

- Log in to Paylocity
- Click on "HR & Payroll" on the left scroll bar
- Click on "Employees" and then click "Employee HR File"
- Select your employee through the search field in the upper right of the screen

- Click on "Work" tab
- Click on "Employee Status"
- Click on orange "Change Employee Status" button
- Select HR Action from the drop down "Status Change Termination"; Workflow will default to "Employee Termination Request"
- Select "Terminated" in Employee Status field
- Select Termination date (this should be their last day worked)
- Select the "Change Reason" (termination reason that BEST describes the reason for the termination)
- Select the next check date in the Begin Check Date field (it will default to the next one)
- Check the box if someone IS eligible for rehire; if they are not leave the check box empty
- Select 1 month from the term date in the User Access End Date field
- Write any notes you feel are relevant to the separation. Please be mindful that anything written can be subpoenaed and viewed by others, thus the expectation is that anything written in here is professional and factual.
- Click orange "Submit for Approval" button. This approval submits to HR for processing.

Select HR Action

Select HR Action

Status Change Termination ▽

Workflow

Employee Termination Request ▽

Details

Employee Status (required)

Terminated ▽

Termination Date (required)

03/23/2023 ▦

Change Reason (required) ⓘ

Job Abandonment 2cons ▽

Begin Check Date (required)

04/07/2023 - Bi-Weekly ▽

Eligible for Rehire?

☐

User Access End Date (required)

05/01/2024 ▦

☐ Do Not Deactivate User

Note

Additional Document(s)

Add document ⓘ

Select File

Save   Submit for Approval   Cancel