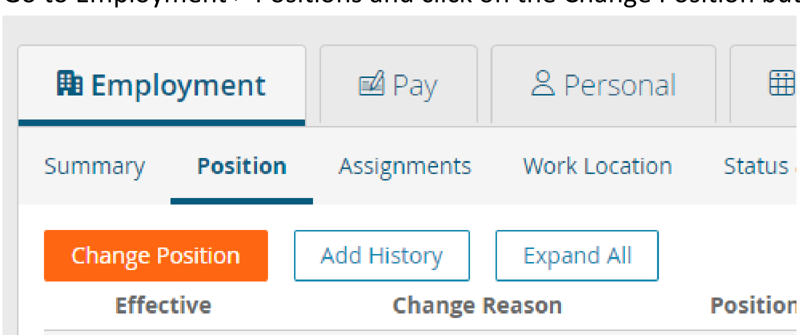
INPUTTING EMPLOYEE TERMINATIONS OR RESIGNATIONS INTO PAYLOCITY – FOR MANAGERS

- **For notices submitted by the employee, enter the form in Paylocity as soon as you know the employee's final date.**
- **For layoffs or employees who are let go, do not enter the change in Paylocity until the employee has been notified of the termination to avoid any risk of them seeing it ahead of time.**

This process takes the place of changes requested through the previous Personnel Change Info Form. For changes that are not related to a termination or resignation, refer to the separate document, Inputting Personnel Changes into Paylocity.

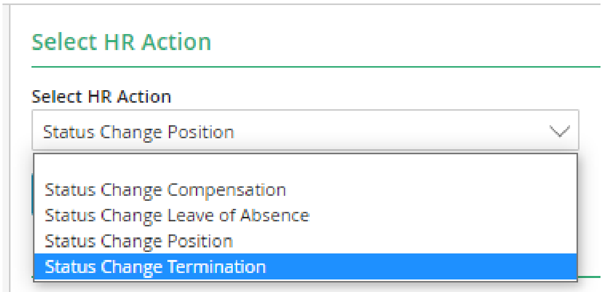
Requests are input into Paylocity by the manager and HR is notified to review and approve the changes. Involuntary terminations are not final until approved by HR. HR should be consulted before employees are terminated for cause to ensure terminations follow federal, state, and local laws. If you are unsure about any of the selections, select the closest match and leave a note for HR in the Note box on the form to verify the selection.

1. If the employee has system logins, IMG email, an IMG laptop, or other equipment that needs to be returned, promptly complete the IT Team Member Exit Form and submit to it@innowavemarketing.com before entering the change into Paylocity.
2. IN THE CASE OF INVOLUNTARY TERMINATIONS OR LAYOFFS, DO NOT ENTER CHANGES INTO PAYLOCITY UNTIL THE EMPLOYEE HAS BEEN NOTIFIED OF THE TERMINATION.
3. Go to HR & Payroll and click on the name of the employee you need to update.
4. Go to Employment > Positions and click on the Change Position button.

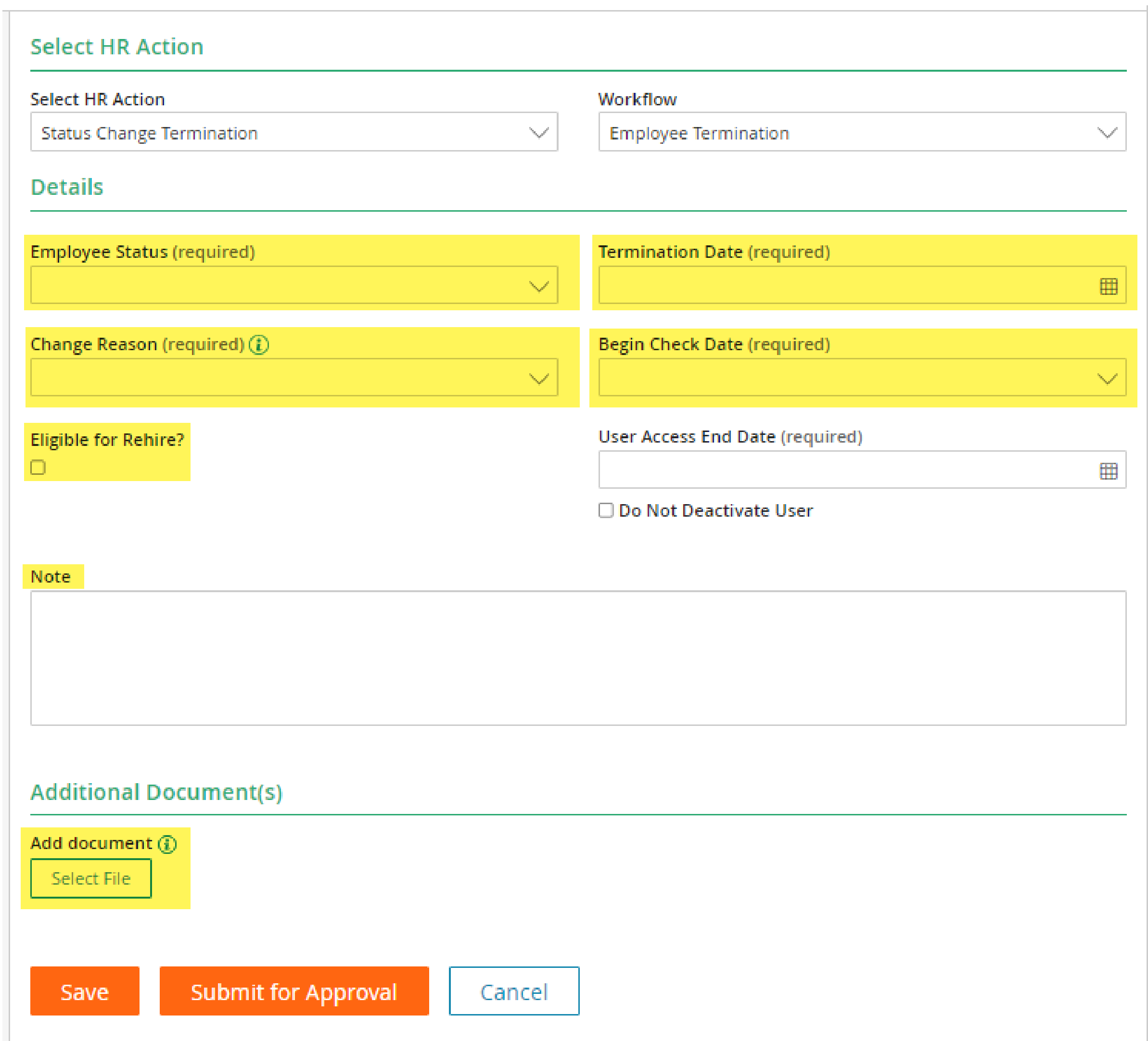


5. In the Select HR Action dropdown, select Status Change Termination and wait for the page to update. (Status Change Termination is used for all terminations of employment, regardless of

whether it's initiated by the manager or the employee resigns.)

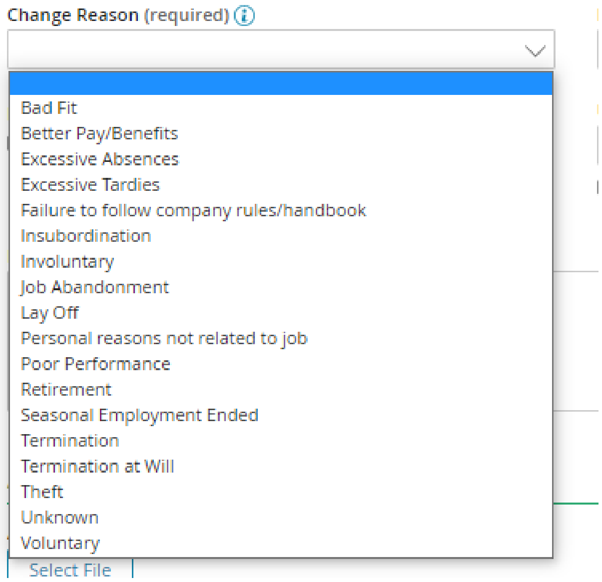


6. Complete the fields that are highlighted in the screenshot using the instructions that follow.



7. Employee Status – Select Terminated in the drop-down, regardless of whether the employee was released from duty or resigned.
8. Termination Date – Select the final date the employee performed or will perform work for Innowave Marketing Group LLC. It is especially important for salaried employees that this field is correct.

9. Change Reason – Select the most appropriate reason from the drop down.



10. Begin Check Date – Select the biweekly payroll date that includes their last date of employment. If that date has already passed, select the next biweekly payroll date. If you are unsure of the date to select, select the first date in the list and HR will update it.

11. Eligible for rehire – This field is optional and can be used to specify if an employee should be considered for rehire. This is only an informational field and not permanently binding.
12. Note – Use this field to communicate any additional details with HR and/or specify fields that need clarification. Please note that anything added to this box becomes part of the employee's record.
13. Add document – Attach any backup you have regarding the employee's departure from Innowave. This could include resignation notices, write-ups, termination notices, etc.
14. When all information has been input, Click on Submit Approval to see a preview of the changes.
15. IMPORTANT: You must click Submit a second time on the preview screen to actually submit the change.
16. HR will receive notification of the change and will contact you with any questions.