

FINAL PAY CHECKLIST FOR TERMINATING EMPLOYEES

Prior to the last day of work:

Instruct employee to change “local” address in myUFL to the address where they want to receive their W-2 and leave cashout.

My Account>Update My Directory Profile

NON-EXEMPT EMPLOYEES

1. Enter time through the last day of work.

Review time in the system and have the employee enter time through their last day of employment and **delete any time entries** beginning with the effective date of termination.

NOTE: If hours past the termination date have been entered and **NOT approved**, you can use the method above. If hours were entered in advance for dates after termination and the hours **WERE approved**, then the following must be done:

- Delete the Punches
- Enter the hours in the elapsed timesheet with the TRC of “NO PAY” and approve the next day. This should clear the employee for the termination.

2. Approve.

3. Enter ePAF for termination.

The best practice is to enter termination ePAF’s **on** or **before** the effective termination date.

EXEMPT EMPLOYEES

1. Enter time through the last day of work.

Hours most likely have been auto-loaded through the end of the current pay period.

- #### 2. Enter NOPAY for the dates from the termination effective date through the end of the pay period. **Do not delete the hours. Do not enter “0” in the hours field. Leave the hours as auto loaded and change the TRC to NOPAY.** (You will need two rows on the timesheet, one for time worked and one for time beginning with the effective date of termination).

EXAMPLE

| From Friday 08/28/2015 to Thursday 09/03/2015 | | | | | | | Total | Time Reporting Code |
|---|-------------|-------------|-------------|------------|------------|------------|-------|-----------------------------|
| Fri 8/28 | Sat 8/29 | Sun 8/30 | Mon 8/31 | Tue 9/1 | Wed 9/2 | Thu 9/3 | | |
| 8.00 | | | 8.00 | | | | 40.00 | 115-Regular TEAMS (S) - TMS |
| | | | | 8.00 | 8.00 | 8.00 | | No Pay Status - NOPAY |

3. Approve.

4. **Verify that hours were not auto loaded for the terminated employee for the following pay period and after.** Terminations must be approved and in Job Data the day prior to payroll closing (typically Thursday) in order for the auto load of hours not to take place for the following pay period.

5. Enter ePAF for termination.

The best practice is to enter the termination ePAF's on or before the effective termination date.

NOTE: If the hours or punches have not been corrected, as instructed above, you may get the following message while trying to enter the termination:

The time reporter has Payable time for 2015-04-23 and cannot be made inactive as of 2015-04-23. (13500,18)

Pending or processed Payable time was found. The Time Reporter cannot be inactivated as of the date identified.

If you receive this message you will need to verify that all hours beginning with the termination effective date have been either deleted (Non-Exempt) or the TRC changed to NOPAY (Exempt). Once the time is corrected and approved, the ePAF should go through. If you continue to get this message, please contact timelaborhelp@admin.ufl.edu for assistance.

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