

Go-Live Webinar

**Time/Absence
And Terminations**

Things to Remember

- Timing of Termination Event
 - In relation to timesheets and overlapping
 - Time Entry of final timesheets
 - Time Off entry on final timesheets
- Date Fields
- Leave Adjustments and Final Payouts

Timing of Termination Event

- All timesheets should be completed and approved prior to the termination date
 - This includes any time off taken
- If there is going to be an overlap
 - The termination must be processed in advance of the termination date
 - The Overlap Hire must be processed in advance of the termination date

Date Fields

Details

Termination Date *

Last Day of Work *

Pay Through Date *

Resignation Date


 

Primary Reason *

Date Fields

Termination Date *


MM / DD / YYYY 

Effective Date of Termination

- This is the effective date of the termination event.
- This field is mandatory and should reflect the employee's last day in the position, which would include work time and the use of paid leave.
- The termination is assumed to take effect at the end of the workday.
- The Termination Date for an employee retiring directly from employment should reflect the last day of the month, and the retirement date would reflect the first day of the following month.

Date Fields

Last Day of Work *

MM / DD / YYYY 

Last Day of Work

- This date should be the same as the Termination Date above.
- This date will auto populate after the Termination Date is entered and should not be changed.
- The last day of work may include the last physical day at work or the last day on paid leave as an active employee, whichever is later.

Date Fields



Pay Through Date *

MM / DD / YYYY 

Date to Remove from Payroll

- Reflects the date the employee will be removed from the State's payroll.
- Mandatory date field; allows employee to be remain on payroll CPB.
- Allows the processing of pay/time card corrections prior to the final payments.
- Must be two full pay periods after the Termination Date; should always be the pay period end date of the pay period.
- Will not prevent the agency from recruiting activities for the vacant position.

Example

Termination Date is May 13, 2016, Pay Through Date will be: June 21, 2016

Date Fields



Resignation Date

MM / DD / YYYY 

Resignation Date

- This is the date the employee submitted their notice of resignation.
- It is not a required data field, but should be completed by the HRC.
- This information may be useful in situations that involve employee relations activities.

Final Payouts

- Workday will calculate what is owed the employee for accrued/earned leave based on COMAR
 - This will be automatically paid out to the employee based on the Pay Through Date
- Compensation owed due to time sheet corrections
 - Prior to Termination Date – calculated and paid as normal
 - After Termination Date – paid via a payroll input by DBM Central Payroll unit