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Terminating Practitioners, Supervisors, and Employees in ADP® Time & Attendance

Terminating a Practitioner

Terminate a Practitioner to remove administrative rights.

Terminating a Supervisor

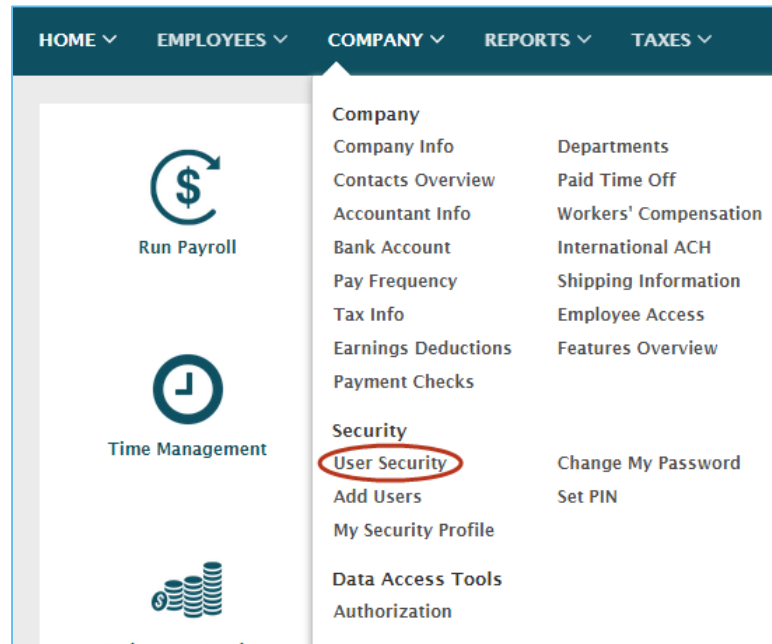
Terminate a Supervisor to remove supervisory rights.

Terminating an Employee

Terminate an employee to remove them.

Terminating a Practitioner

1. In RUN Powered by ADP®, in the **Company** tab, click **User Security**.



2. Click the **Role** of the practitioner you want to terminate.

Name	Role	Registered	PIN
Barnes, Jake	Owner	Yes	×
Davis, Donald	TLM Only	Yes	N/A

3. Click **Remove User**.

User Security

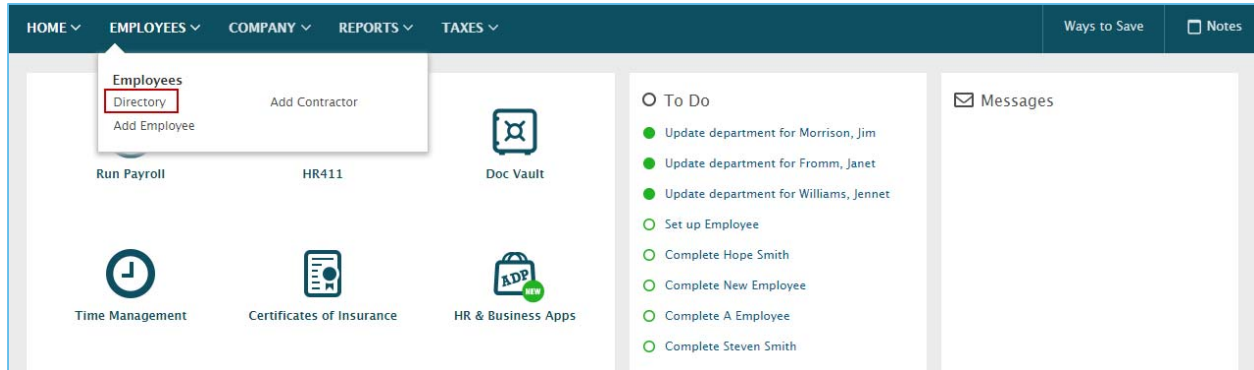
Name	Role	Registered	PIN
Barnes, Jake	Owner	Yes	✖
Davis, Donald	TLM Only	Yes	N/A

Add UserRemove UserReset Payroll Password

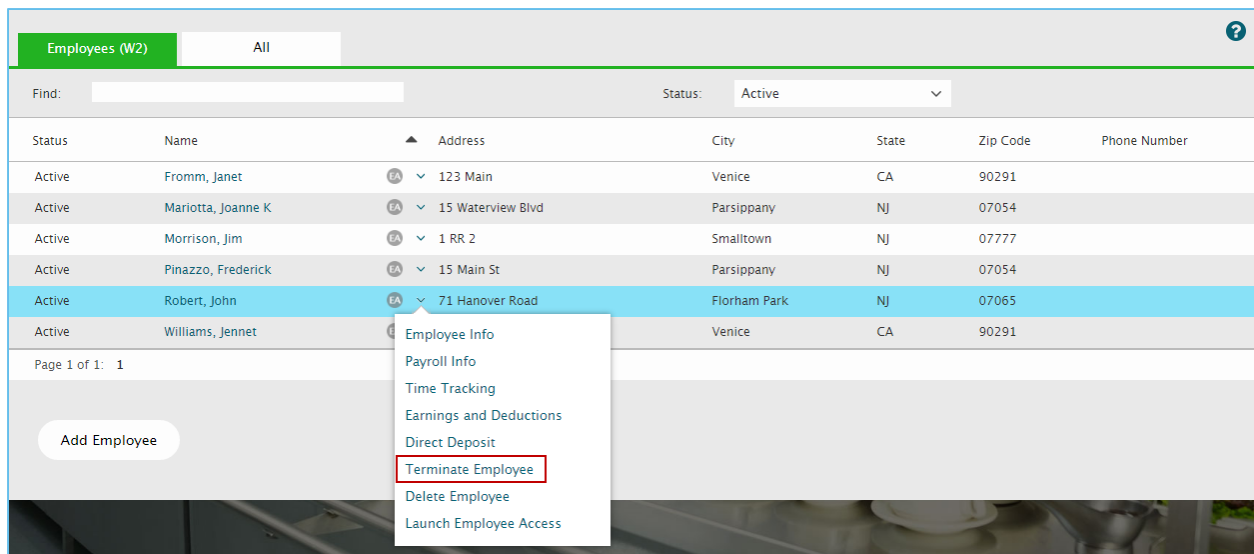
Terminating a Supervisor

Note: To see which employees are assigned to which supervisor, print the Supervisor Assigned Employee List Report in ADP Time & Attendance.

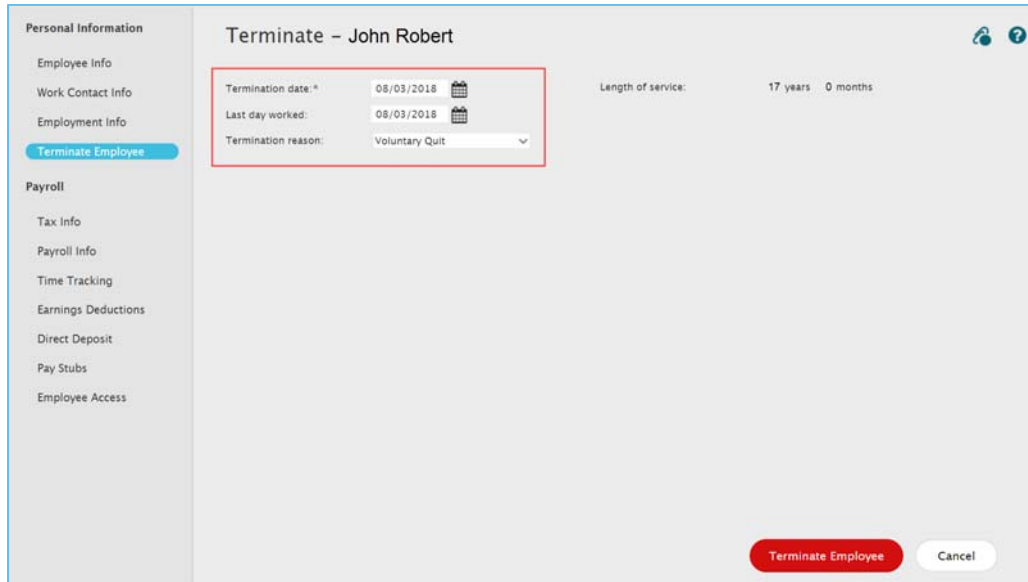
1. In RUN Powered by ADP®, from the **Employees** tab, select **Directory**.



2. From the **Action Icon** next to the employee you want to terminate, select **Terminate Employee**.



3. On the **Terminate** page, complete the following:
- In the **Termination Date** field, enter the employee's termination date.
 - In the **Last Day Worked** field, enter the last date that the employee worked.
 - In the **Termination Reason** field, select the termination reason.



Personal Information

Employee Info

Work Contact Info

Employment Info

Terminate Employee

Payroll

Tax Info

Payroll Info

Time Tracking

Earnings Deductions

Direct Deposit

Pay Stubs

Employee Access

Terminate – John Robert

Termination date:* 08/03/2018

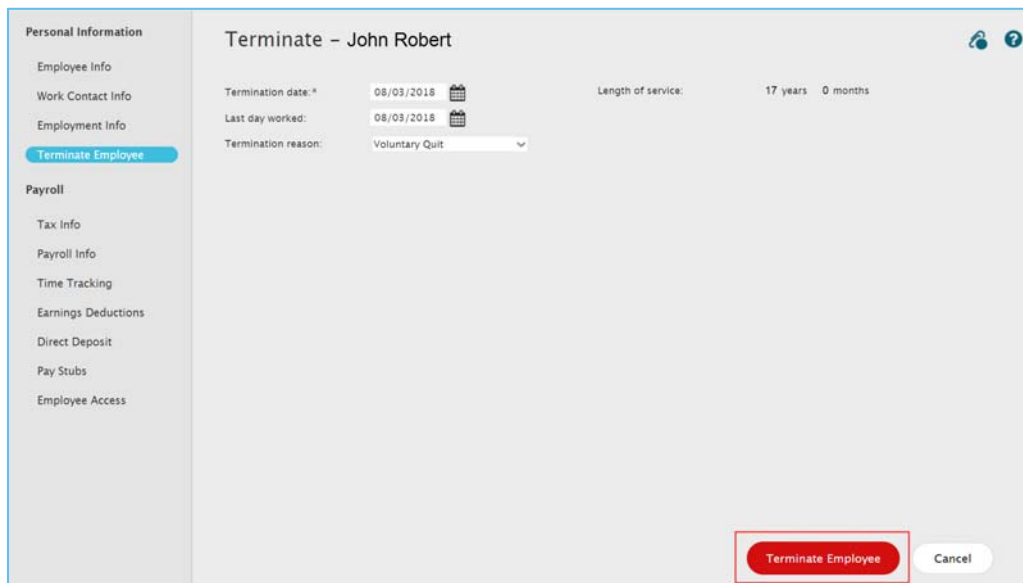
Last day worked: 08/03/2018

Termination reason: Voluntary Quit

Length of service: 17 years 0 months

Terminate Employee Cancel

4. Click **Terminate Employee**.



Personal Information

Employee Info

Work Contact Info

Employment Info

Terminate Employee

Payroll

Tax Info

Payroll Info

Time Tracking

Earnings Deductions

Direct Deposit

Pay Stubs

Employee Access

Terminate – John Robert

Termination date:* 08/03/2018

Last day worked: 08/03/2018

Termination reason: Voluntary Quit


Length of service: 17 years 0 months

Terminate Employee Cancel



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5. Click **OK**.

 **Just letting you know**

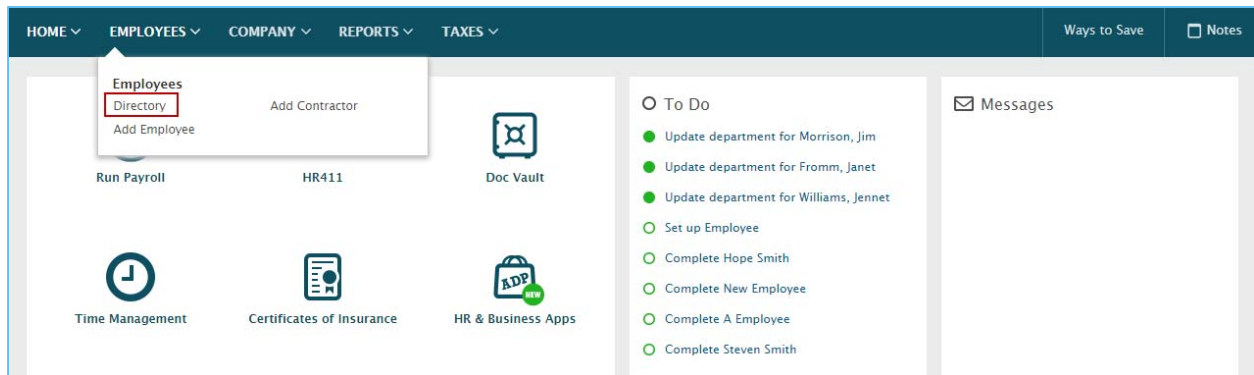
Are you sure you want to terminate this employee?

Since you're terminating a supervisor, we'll remove any employee assignments. Don't worry, we'll add a message for you on the homepage to remind you who you may need to reassign.

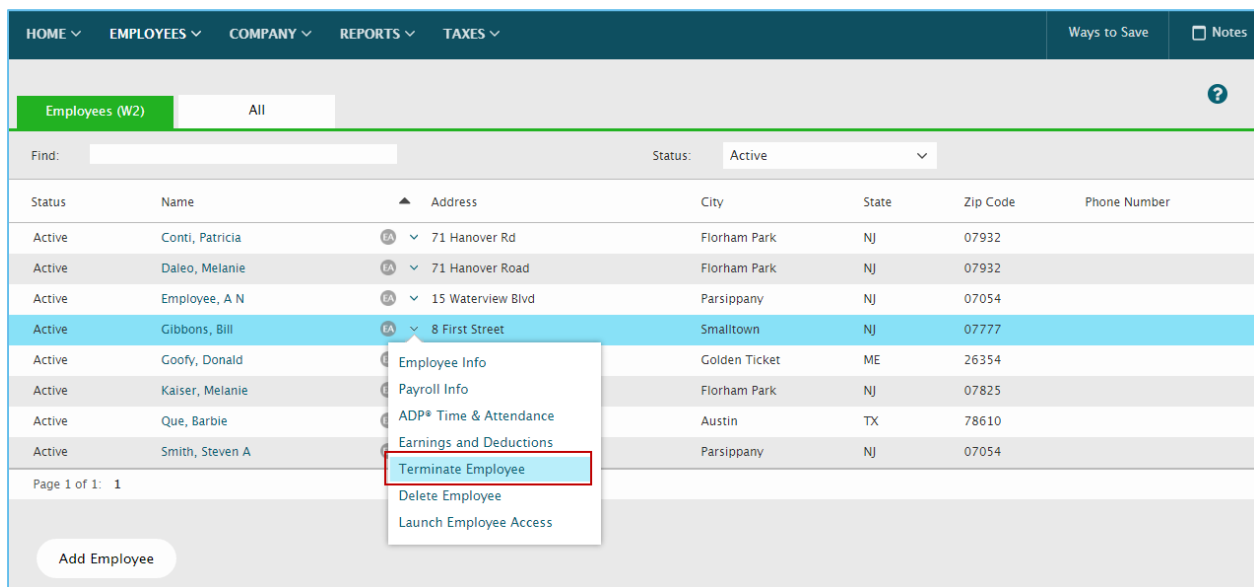
We'll also let you know if there are unpaid timecards hours, we'll remind you when running your next payroll.

Terminating an Employee

1. On the Home page, from the **Employees** tab, click **Directory**.



2. Click the **Action** icon next to the employee you want to terminate and then select **Terminate Employee**.





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3. Complete the following fields:

- **Termination Date:** Enter the date on which the employee was terminated
- **Last Day Worked:** Enter the date on which the employee last worked
- **Termination Reason:** Select the termination reason

Personal Information

Employee Info

Work Contact Info

Employment Info

Terminate Employee

Terminate – Bill Gibbons

Termination date: 08/03/2018

Last day worked: 08/03/2018

Termination reason: Voluntary Quit

Length of service: 5 years 0 months

3. Click **Terminate Employee**.

Personal Information

Employee Info

Work Contact Info

Employment Info

Terminate Employee

Payroll

Tax Info

Payroll Info

Time Tracking

Earnings Deductions

Direct Deposit

Pay Stubs

Employee Access

Terminate – Bill Gibbons

Termination date: 08/03/2018

Last day worked: 08/03/2018

Termination reason: Voluntary Quit

Length of service: 5 years 0 months

Terminate Employee Cancel



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4. Click **OK**.

i Just letting you know

Are you sure you want to terminate this employee?

If there are unpaid timecard hours, we'll remind you when running your next payroll.

OK

Cancel

5. The Employment Info page for the employee you terminated is displayed.

Personal Information

Employee Info

Work Contact Info

Employment Info

Terminate Employee

Payroll

Tax Info

Payroll Info

Time Tracking

Earnings Deductions

Direct Deposit

Pay Stubs

Employee Access

Employment Info – Bill Gibbons

Hire date: * 08/01/2013

Length of service: 5 years 0 months

Social security no: * *****

Job tax credit: No

Employee status: Terminated

Company paid pension: * No

Birth date: * 11/26/1970

Statutory employee: * No

Gender: * Male

Termination date: 08/03/2018

Last day worked: 08/03/2018

Termination reason: Voluntary Quit

Rehire

Save

Cancel

Note: The employee record is hidden once the pay period closes in which the Termination Date is set.