

Terminating HRM-8 Hourly Records from EIS

Overview or Objective: This procedure provides step-by-step instruction to terminate a HRM-8 record in EIS by HR Records Personnel and/or Timekeepers.

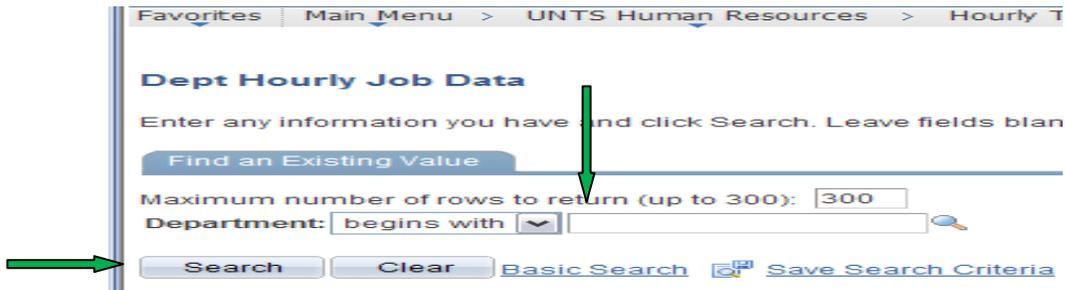
Definitions/Abbreviations:

EIS Hourly Termination Portal – Provides a list of hourly personnel and their job records that can be selected for termination of hourly employment.

Main Menu>UNTS Human Resources>Hourly Terminations>Terminate Dept Hourly Jobs

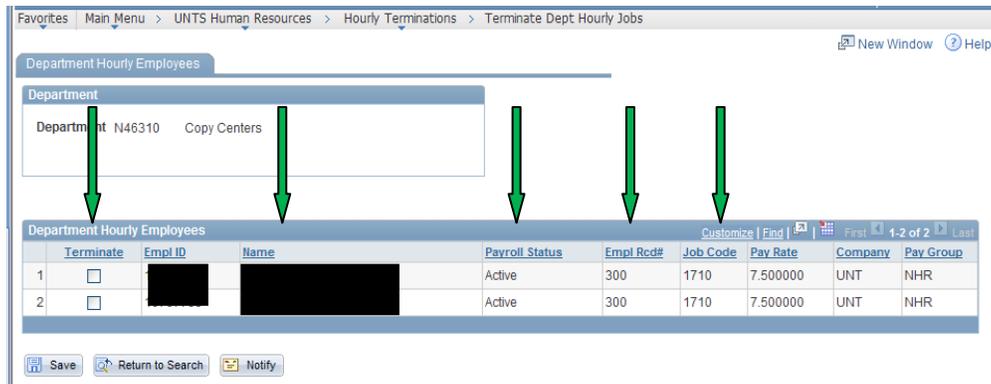


Enter Department Base Id (Nxxxxx) and then click Search or Press Enter



Your Department Hourly Employee list will come up. The system lists the employees in order by the employee id number. If you wish to list them alphabetically, just click on the word "Name" at the top of the column and the list will be reordered alphabetically.

- If your department or the number of hourly employees in your department is large, the list may take a few minutes to come up on your screen.



To select an employee for termination: Click in the box in the "Terminate" column next to the name and record number you wish to terminate. You may go down your list of employees and click in the terminate box for each employee/record number you wish to select for termination.

- If an hourly employee has a payment pending for work performed in your department, their name will not appear on your list for termination.

When you have completed your selection of hourly employees to be termed, click the "Save" button at the bottom of the screen.

- Once you have saved your selection for termination, a new column will appear with a column heading of "Activate." Each employee/record you check for termination will now have a box in this Activate column. If you determine you do not wish to terminate a certain employee/record, just click in that Activate box, the terminate status will change and that employee/record will not be terminated.

	Terminate	Activate	Email ID	Name	Payroll Status	Email Job#	Job Code	Pay Rate	Company	Pay Scale
1	<input type="checkbox"/>				Active	300	1710	10.000000	UNIT	NHR
2	<input type="checkbox"/>				Active	300	1710	10.000000	UNIT	NHR
3	<input type="checkbox"/>				Active	300	1814	9.000000	UNIT	NHR
4	<input type="checkbox"/>				Active	300	1710	0.380000	UNIT	NHR
5		<input type="checkbox"/>			Terminated	300	1814	10.000000	UNIT	NHR
6		<input type="checkbox"/>			Terminated	301	1814	10.000000	UNIT	NHR
7	<input type="checkbox"/>				Active	300	1710	10.000000	UNIT	NHR
8	<input type="checkbox"/>				Active	300	1814	10.000000	UNIT	NHR
9	<input type="checkbox"/>				Active	301	1814	15.000000	UNIT	NHR
10	<input type="checkbox"/>				Active	300	1710	12.000000	UNIT	NHR
11	<input type="checkbox"/>				Active	301	1711	12.000000	UNIT	NHR
12	<input type="checkbox"/>				Active	302	1712	9.000000	UNIT	NHR
13	<input type="checkbox"/>				Active	300	1814	10.000000	UNIT	NHR
14	<input type="checkbox"/>				Active	300	1710	10.000000	UNIT	NHR
15	<input type="checkbox"/>				Active	0	1710	10.000000	UNIT	NHR
16	<input type="checkbox"/>				Active	300	1710	10.000000	UNIT	NHR

An Hourly Termination Process will be run on Friday of every week to terminate those hourly employee/record numbers selected for termination.

- If there are changes needed to terminations during the week, you will be able to reactivate employees marked for termination.
- The termination program will use the day you are entering terminations as the effective date. This cannot be changed. If you wish to terminate an hourly employee on a specific date, you must enter the termination on that date or create a manual HRM 8 form for termination with that specific date.

Once the Hourly Termination Process has been run you will no longer be able to reactivate the employee's record. At that point, a new HRM-8 must be submitted if you wish to rehire that person.