Administration – Termination Employees, Supervisors & Practitioners in ADP Time & Attendance with RUN

Terminating a Practitioner

1. Log onto runpayroll.adp.com
2. Click **Settings** 🔧 **Settings** , and then click on **Manage user access**.

> 👥 **Manage user access**
> Manage who can access your account and what they can do.　　　　　　 ❯

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

> **Practitioner, RUN**　　[Owner]　　Registration and Verification Complete　　　No　　Edit　　✖

4. Click **Remove User**.

> Add User　　[Remove User]　　Reset Payroll Password
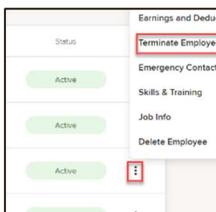
Terminating a supervisor

- 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®, select the **People** 👥 icon**.**
2. From the Action Icon on the row of 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. (**This date should be no earlier than the last day of the current pay period)**
   - In the **Last Day Worked field**, enter the last date that the employee worked.
   - In the **Termination Reason field**, select the termination reason.
   - In the **Termination description field**, select the description that best matches the reason.

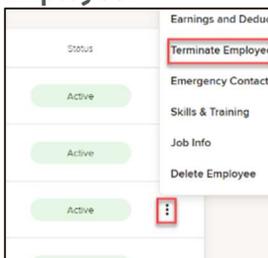4. Click **Terminate**.

3. Click **Terminate Employee**.
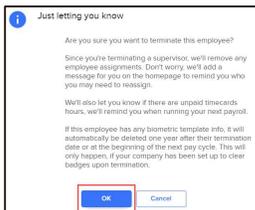
Terminating an Employee

1. In RUN Powered by ADP®, select the **People** icon.

2. From the Action Icon on the row of 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. (**This date should be no earlier than the last day of the current pay period)**

   - In the **Last Day Worked field**, enter the last date that the employee worked.

   - In the **Termination Reason field**, select the termination reason.

   - In the **Termination description field**, select the description that best matches the reason.

4. Click **Terminate**.

4. Select how they will be paid their final check.