

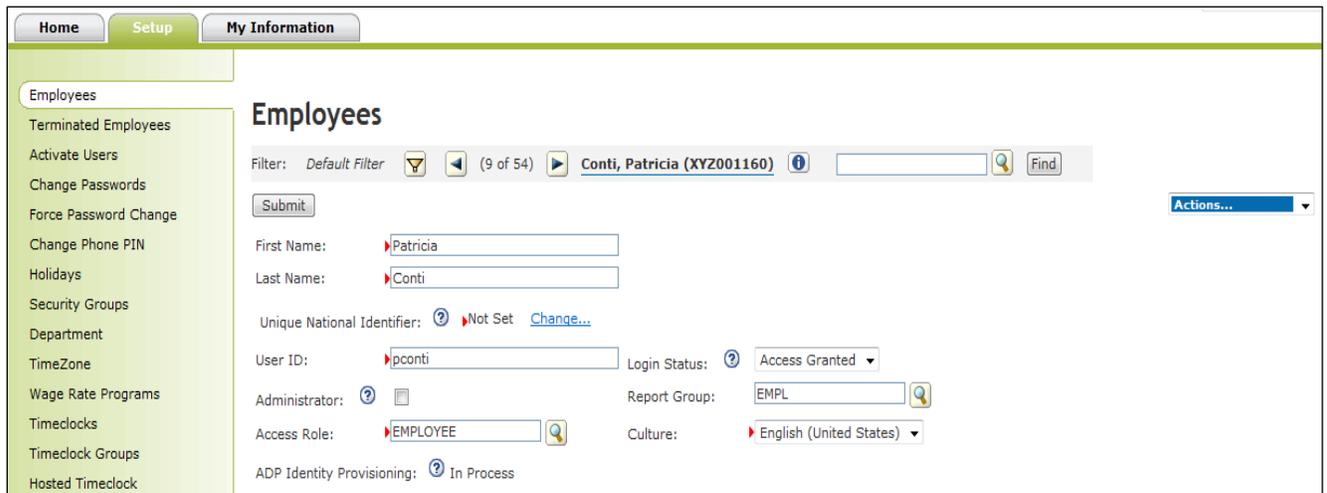
# Terminating Employees, Supervisors, and Administrators in ADP ezLaborManager

Employees should be terminated within your ADP Payroll system first and will then be automatically scheduled for termination in ezLaborManager. Please follow the steps below for any non-ADP Payroll employees or if the employee was not automatically scheduled for termination.

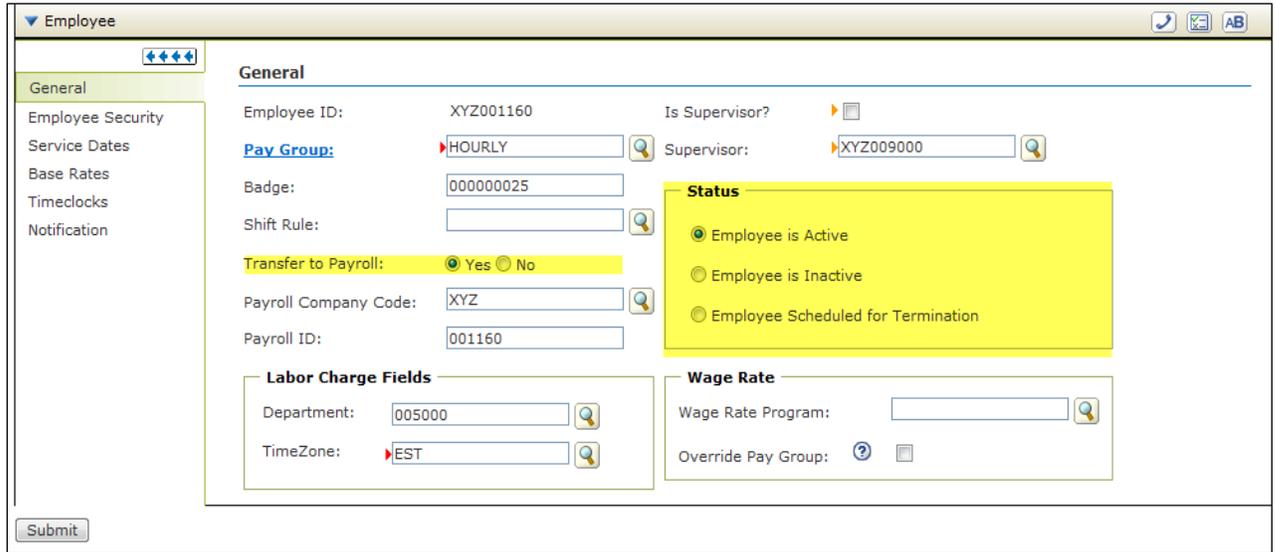
If you need to terminate a supervisor or administrator please skip to Section 2 (on page 3) of this guide.

## Section One: Terminating Employees

1. Log into ADP ezLaborManager and click on the Setup tab. Select the employee that needs to be terminated.

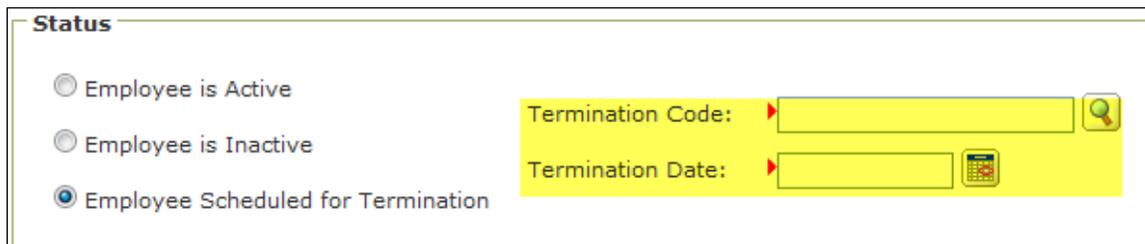


2. In the **General** information area, there is a radio button for 'Transfer to Payroll'. If the employee has already been paid their final check, set this to 'No'. If the employee has not been paid, leave this set to 'Yes' so that the employee's final hours will be included with the payroll export.



The screenshot shows the 'Employee' form in the 'General' tab. The 'Transfer to Payroll' section has radio buttons for 'Yes' (selected) and 'No'. The 'Status' section is highlighted in yellow and contains three options: 'Employee is Active' (selected), 'Employee is Inactive', and 'Employee Scheduled for Termination'. Other fields include Employee ID (XYZ001160), Pay Group (HOURLY), Badge (000000025), Shift Rule, Payroll Company Code (XYZ), Payroll ID (001160), Department (005000), TimeZone (EST), and Wage Rate Program.

3. Select 'Employee Scheduled for Termination' and this will open up additional fields. The first field will be the Termination Code (select Term). The second field will be the Termination Date. This date should represent the last date the employee in question worked. Click on 'Submit' to save the changes.



The close-up shows the 'Status' section with three radio buttons: 'Employee is Active', 'Employee is Inactive', and 'Employee Scheduled for Termination' (selected). To the right, the 'Termination Code' and 'Termination Date' fields are highlighted in yellow. The 'Termination Code' field has a dropdown arrow and a search icon. The 'Termination Date' field has a dropdown arrow and a calendar icon.

**NOTE:** The employee will be moved to the 'Terminated Employee' section within 1 – 2 pay period moves based on the Termination Date listed.

## Section Two: Terminating Supervisors or Administrators

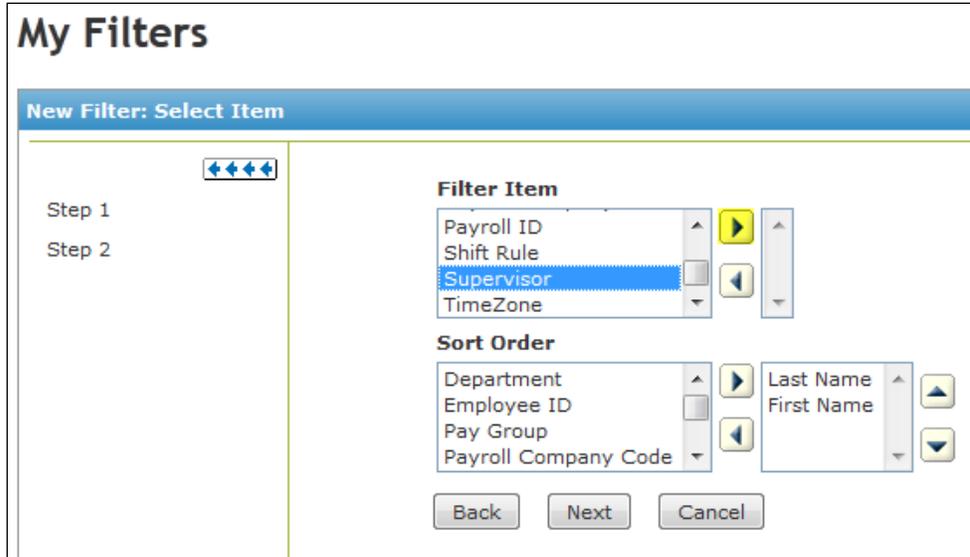
Employee assignments to supervisor or administrators need to be removed before scheduling the supervisor or administrator for termination.

### I. Removing Employee Assignments

1. Click on the Setup tab.

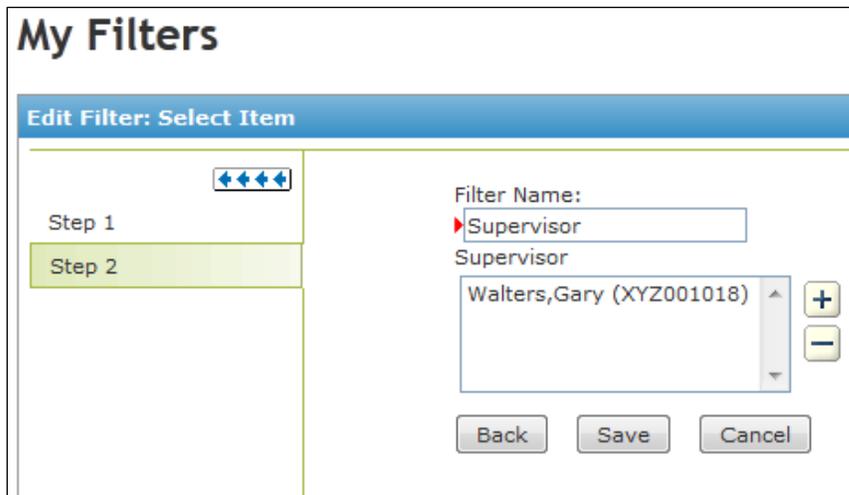
2. Create a filter (by clicking on the ) and select 'New'.

3. Select 'Supervisor' from 'Filter Item'. Click on the right blue arrow to add 'Supervisor' to the right column.



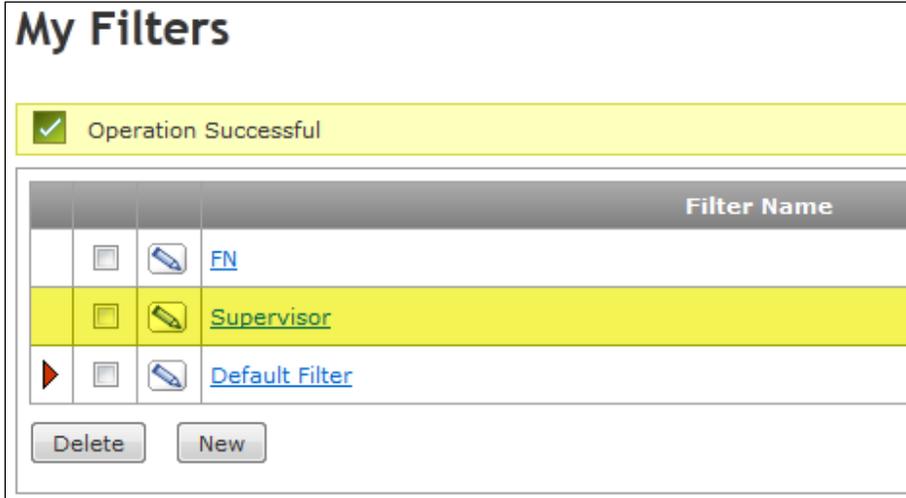
The screenshot shows the 'My Filters' interface with a sub-header 'New Filter: Select Item'. On the left, there are two steps: 'Step 1' and 'Step 2'. A blue arrow icon is positioned above Step 1. The main area is divided into two sections: 'Filter Item' and 'Sort Order'. The 'Filter Item' section has a list with 'Supervisor' selected and a yellow arrow pointing right. The 'Sort Order' section has a list with 'Last Name' and 'First Name' selected, and a blue arrow pointing right. At the bottom are 'Back', 'Next', and 'Cancel' buttons.

4. Click on 'Next'. Name the filter 'Supervisor'. Then select the plus sign and select the supervisor you'll be terminating. You can then click 'Save'.

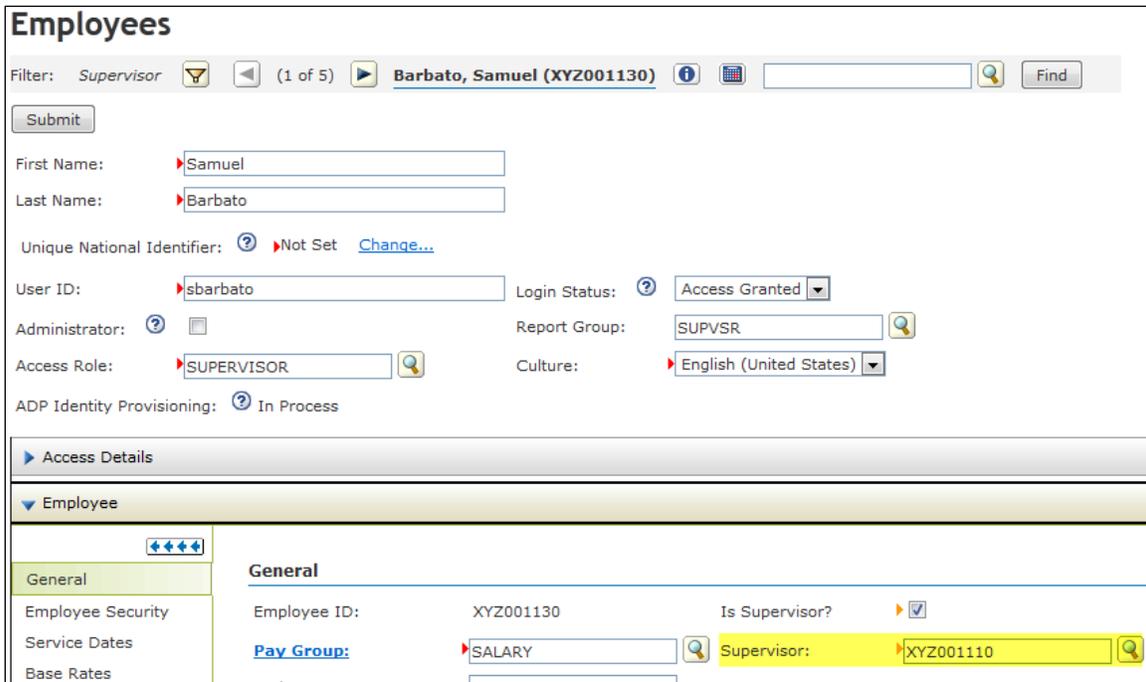


The screenshot shows the 'My Filters' interface with a sub-header 'Edit Filter: Select Item'. On the left, 'Step 2' is highlighted. The main area has a 'Filter Name:' field containing 'Supervisor'. Below it is a list of supervisors with 'Walters, Gary (XYZ001018)' selected. To the right of the list are '+' and '-' buttons. At the bottom are 'Back', 'Save', and 'Cancel' buttons.

5. An 'Operation Successful' message will now show. Click on the name of the filter 'Supervisor'. The filter will now become active.



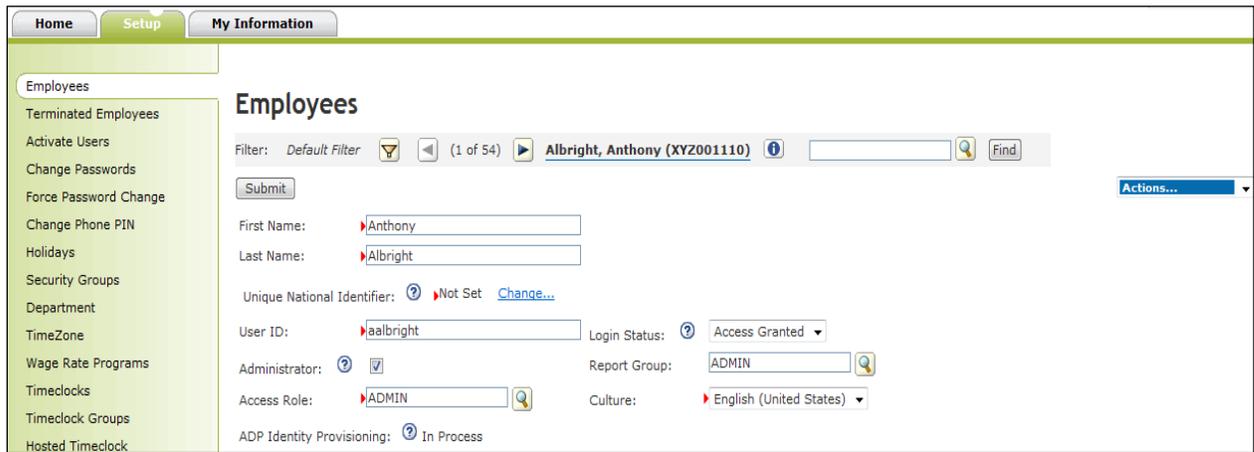
6. Your employee list is now filtered to show only employees that still report to the supervisor (or administrator) being removed. You can go through each employee one by one and select a new supervisor. Click on the magnifying glass and select a new supervisor for the employee. Then click on 'Submit'.



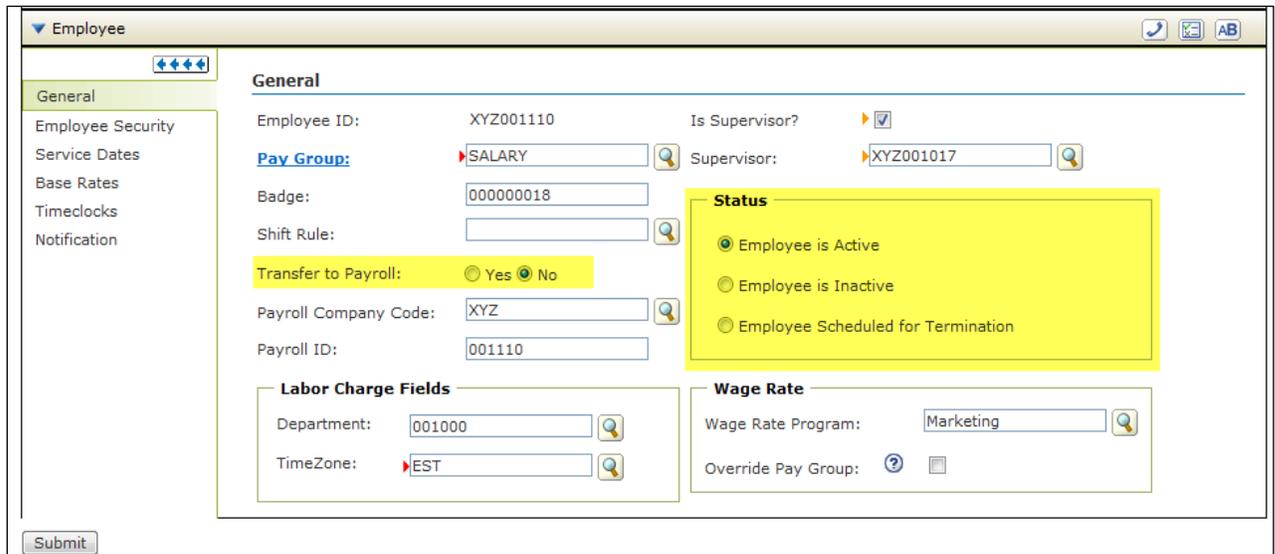
7. After clicking 'Submit', click on the blue right arrow  to proceed to the next employee. You'll also notice that the amount of employees have decreased by one. After assigning a new supervisor to all of the employees please choose the filter icon and go back to using the 'Default Filter'.

## II. Terminating the Supervisor or Administrator

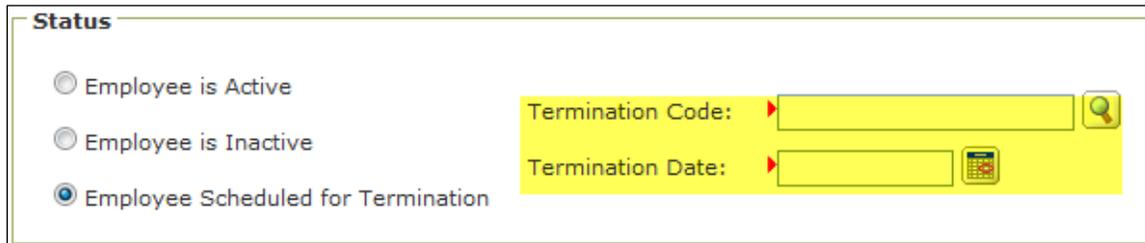
1. Log into ADP ezLaborManager and click on the setup tab. Select the supervisor or administrator that needs to be terminated.



2. In the General information area, there is a radio button for 'Transfer to Payroll'. If the employee has already been paid their final check, set this to 'No'. If the employee has not been paid, leave this set to 'Yes' so that the employee's final hours will be included with the payroll export.



3. Select 'Employee Scheduled for Termination' and this will open up additional fields. The first field will be the Termination Code (select Term). The second field will be the Termination Date. This date should represent the last date the employee in question worked. Click on 'Submit' to save the changes.



**Status**

- Employee is Active
- Employee is Inactive
- Employee Scheduled for Termination

Termination Code:  

Termination Date:  

4. **NOTE:** The employee will be moved to the 'Terminated Employee' section within 1 – 2 pay period moves based on the Termination Date listed.