

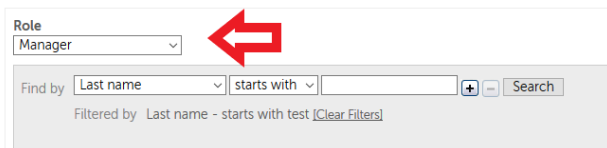
How to Terminate an Employee

Terminations are a two-part process. The first is an electronic termination through Ultipro and the second is completing the termination packet on Pace Pulse. Below are steps to complete both segments of the process.

Part One

1. Initiate the electronic termination in UltiPro. Visit Menu / My Team / My Employees.
2. From the Role Drop Down Choose Director or Manager (not Manager No Changes).

My Employees



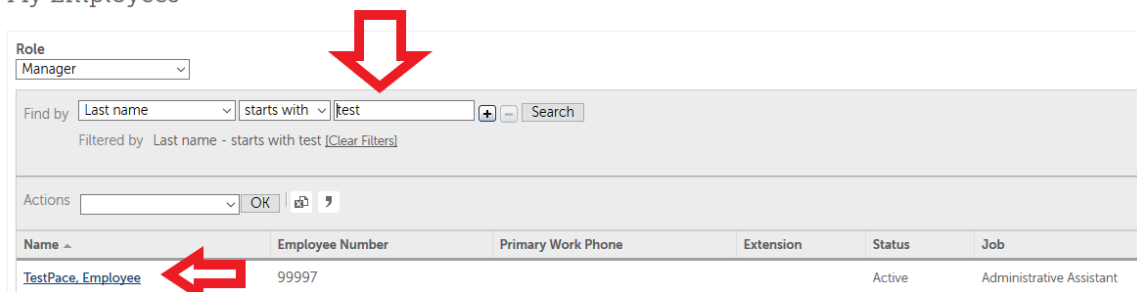
Role
Manager

Find by Last name starts with Search

Filtered by Last name - starts with test [Clear Filters]

3. Type in your team member's last name and click on their hyperlinked name to bring up their profile.

My Employees



Role
Manager

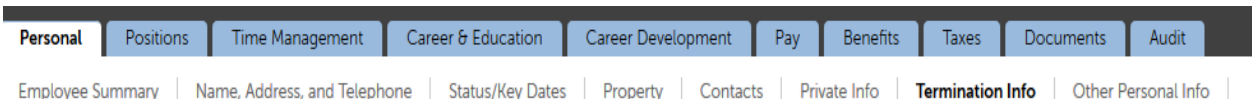
Find by Last name starts with test Search

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Actions OK

Name	Employee Number	Primary Work Phone	Extension	Status	Job
TestPace, Employee	99997			Active	Administrative Assistant

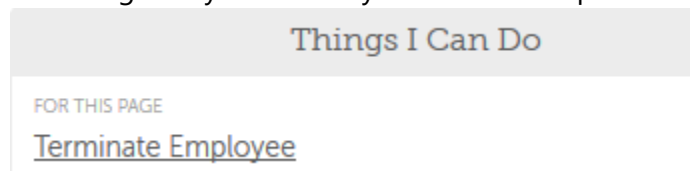
4. From here, click Termination Info.



Personal Positions Time Management Career & Education Career Development Pay Benefits Taxes Documents Audit

Employee Summary Name, Address, and Telephone Status/Key Dates Property Contacts Private Info **Termination Info** Other Personal Info

5. To the right of your screen you will see an option under "Things I can Do" for Terminate Employee.



Things I Can Do

FOR THIS PAGE

[Terminate Employee](#)

6. From here, complete all boxes with the needed information*. Include a short-detailed note to reference for future employment verifications etc.

***Always check the inactive autopay and inactivate direct deposit boxes.**

If the employee is *eligible for rehire*, check this box. This is important! If the box remains unchecked, the employee will be flagged ineligible for rehire.

Termination details	
Termination date	MM/DD/YYYY <input type="text"/>
Last day worked	MM/DD/YYYY <input type="text"/>
Paid through	MM/DD/YYYY <input type="text"/>
Termination reason	<input type="text"/>
Does EE qualify for vacation payout?	<input type="text"/>
Termination type	
Home company	PACE Center for Girls, Inc. <input type="text"/>
Notes	<div></div>
Eligible for rehire	<input type="checkbox"/>
Inactivate autopay	<input type="checkbox"/>
Eligible for severance	<input type="checkbox"/>
Inactivate direct deposit	<input type="checkbox"/>

7. Click Save. The termination then routes to the ED's UltiPro inbox for approval.

Part Two

8. Complete the Termination Packet which can be found through the following path: Pace Pulse / Organizational Development / Benefits and Payroll / Payroll Forms and Documents / Termination Packet Folder**.

**When you click on Termination Packet, links to the 4-documents appear in the same location.

- A. Complete the ENF and send the completed version to employeechange@pacecenter.org.
- B. Complete the remaining documents below and send these to payrollinfo@pacecenter.org.
 - Termination Checklist
 - Discharge Letter
 - Intellectual Property