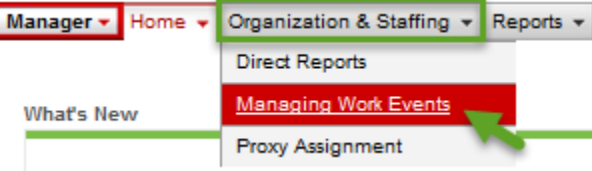
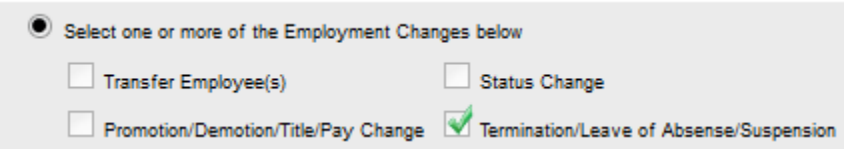


ADP PORTAL – Employee Termination


HOW TO	Submit an employee termination in the ADP Portal
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Employee Termination - Manager Role

- ADP Portal > Organization & Staffing > Managing Work Events

- Select one or more of the Employment Changes below radio button
- Checkmark the **Termination/Leave of Absence/Suspension** option, select the employee, and click submit


Select the employee(s) you want to work with:

Last Name:	First Name:	Department:	Enter/Select Item				
Job:	Enter/Select Item	Job Status:	Select	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Apply Filter	Clear
<input type="checkbox"/>	Name	Job	Department	Job Status	Full Time/Part Time	Hire	
<input checked="" type="checkbox"/>	Test Kiosk Manager	Kiosk Manager	West Oaks	Active	Full Time	11/25/2015	

←
- You are required to add comments related to this termination work event which will be visible to your manager, Human Resources, Benefits and Payroll, then click next

- Change employment status to **Terminate**, additional fields will be made available for you to complete, and then submit your transaction.

ADP PORTAL – Employee Termination

Managing Work Events

Change Employment Status

Employee Name: _____ Status: _____
 Employee ID: _____ Job: _____
 Hire Date: _____ Department: _____
 Service Date: _____ Location: _____
 Employee Type: _____ Pay Group: _____
 Payroll Department Number: _____

Change Employment Status: Terminate

Terminate
 Enter the required information and click Submit to complete the action.

Termination Date: (mm/dd/yyyy)

Reason for Termination: Select a Reason...

Eligible for Re Hire: Yes No

Date Last Worked: (mm/dd/yyyy)

Date Notice Given: (mm/dd/yyyy)

Enter:

- Termination date = the last day worked in eTIME. *IMPORTANT NOTE: Make sure all time entries are entered and all requests for paid time completed through the last day worked are in eTime.*
- Reason for Termination = Enter applicable reason
- Eligible for Re hire = Yes or No
- Date Last Worked = Same date as the Termination date ***(exception: in a job abandonment situation the termination date could be up to 3 days later than the last day worked)***
- Date Notice Given = the actual date the employee gave notice
- Double check the accuracy of the data on this screen, then submit

Once you submit your Termination event you will receive a message at the top of the screen under Managing Work Events that it is assigned to the next approver in the workflow process. The next approver receives an email in their Outlook notifying them of a work event ready for their review and action.

You can view the status of the MSS (HR) transaction in the [ADP Portal > Home > Approval History](#)

ADDITIONAL INFORMATION	<p>For accurate pay and timely processing of an employee terminating employment, it is critical to submit the termination work event in the ADP Portal as soon as possible.</p> <p>Involuntary terminations require coordination with your Human Resources Business Partner.</p> <p><u>SUPPORT FOR MANAGERS</u></p> <p>The internal Enterprise Employee Services team is your primary resource for all MSS (HR) transactions, including how to navigate in the manager role of the ADP Portal, how to submit and view MSS (HR) transactions, and provide guidance with process related questions. You can contact the internal Enterprise Employee Services team at (206) 428-2400 select option 2 - then select option 3, or send an email to ppaf1@wirelessadvocates.com.</p>
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ADP PORTAL – Employee Termination

	<p>If you have any ADP Portal technical questions, such as logging into the Portal, password or login resets, then you contact the ADP Employee Service Center for CarToys and Wireless Advocates toll-free at 1-866-377-4638. Hours of Operations: Monday through Friday, 5:00 a.m. – 5:00 p.m. PST. PST.</p>
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