ADP PORTAL – Employee Termination
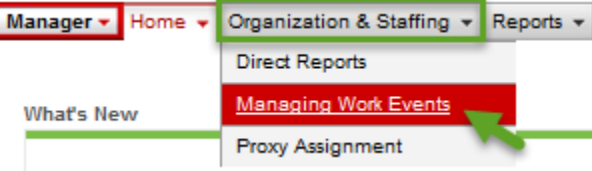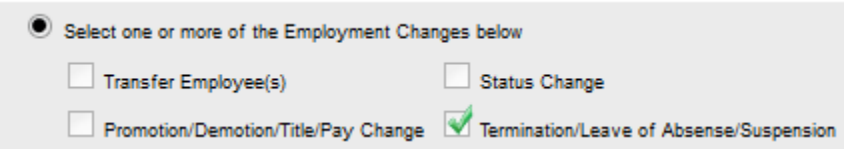
HOW TO	Submit an employee termination in the ADP Portal

Employee Termination - Manager Role

1. ADP Portal > Organization & Staffing > Managing Work Events

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

4. 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

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

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Enter:

a. 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.*

b. Reason for Termination = Enter applicable reason

c. Eligible for Re hire = Yes or No

d. 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)*

e. Date Notice Given = the actual date the employee gave notice

f. 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	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.
	Involuntary terminations require coordination with your Human Resources Business Partner.
	SUPPORT FOR MANAGERS
	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.**

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	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.