

How to Terminate an Employee

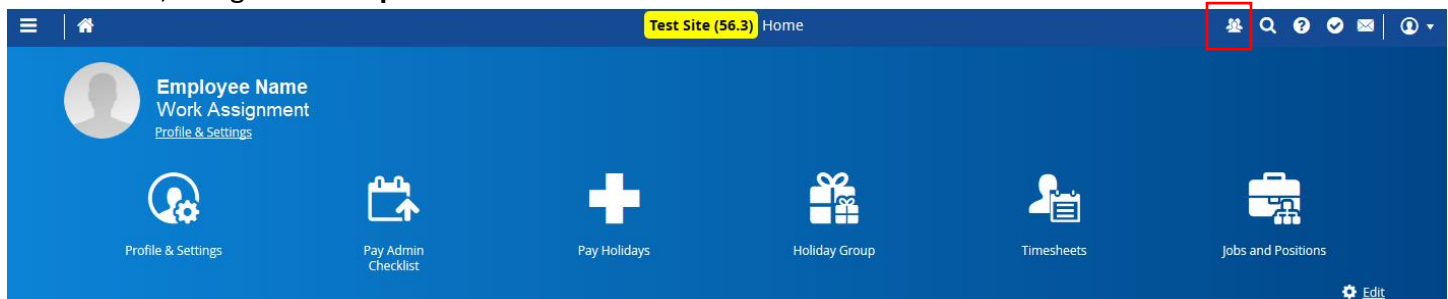
There are 2 common scenarios for terminating an employee using DWFM and Powerpay.

Scenario 1: the employee is being terminated with NO information (hours, information updates)

Scenario 2: the employee is being terminated with information being sent to Powerpay

Follow the instructions below if you are using **Scenario 1:**

1. In DWFM, navigate to **People**:



2. Use filters to locate the employee in question and bring up the employee's HR Record:

Name	Employee Number	Primary Address	Primary Position	Primary Location	Status
Employee Name	17	123 Test Road, Markham ON, L1L 1L1	Office Manager	Markham	Terminated

3. Click on the employee's name to bring up their record

4. Navigate to **Employment > Employment, Compensation and Policy Settings > Employment Status**

5. Modify the employee's **Employment Status, Effective From, and Reason**:

Employment Status

Manage current and historical employment records in this section. Note that all of the details found in the General, Compensation, and Policies and Groups sections follow the Effective From ... [View more](#)

Employment Stat...	Effective From*	Effective To	Pay Class*	Pay Type*	Pay Group	Annual Salary*	Annual Salary Ch...	Base Rate*	Base Rate Change	Reason
Terminated	7/26/2019		FT	Salaried Com		\$65,000.00		\$31.25		A00 - Shortage o...

General

Effective From* 7/26/2019

Employment Status* Terminated

Employee Number* 0405

Effective To

Pay Class* FT

Reason Work/End of Contract or Season

6. Save and Refresh

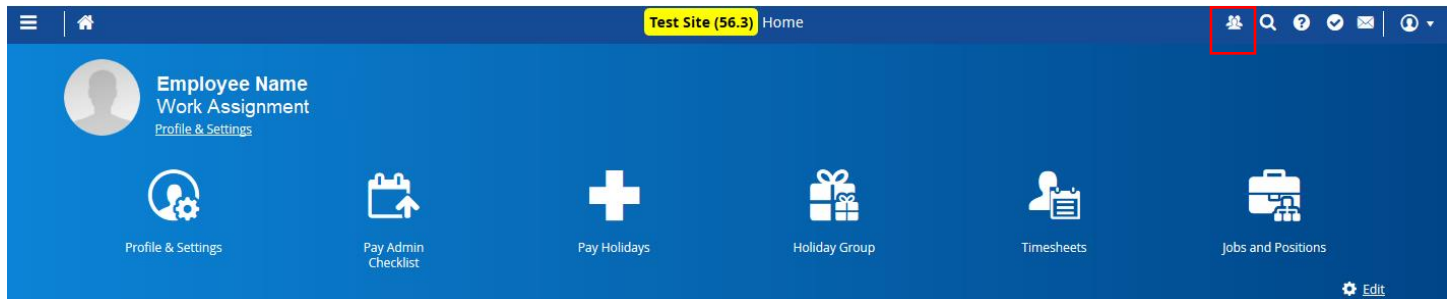
7. After the processing is finished in DWFM and the rest of the employees are imported to Powerpay, the termination process is continued in Powerpay (terminating employee in Powerpay, requesting ROE, etc)

NOTE: It is important to note that in order to stop the employee from being imported to Powerpay; the Effective Date would need to be the first day of the Pay Period that is being transmitted (or earlier).

Example: If the Pay Period is from Jan. 1, 2017 – Jan. 14, 2017, the Effective Date would need to be Jan. 1, 2017 or earlier.

Follow the instructions below if you are using **Scenario 2**:

1. Process everything in DWFM as per normal (approve hours, make changes to employee information, etc).
2. Process Test Transmit and Final Transmit from DWFM into Powerpay.
3. After the Final Transmit, navigate to People:



4. Use filters to locate the employee in question and bring up the employee's HR Record:

5. Click on the employee's name to bring up their record

6. Navigate to **Employment > Employment, Compensation and Policy Settings > Employment Status**

7. Modify the employee's **Employment Status, Effective From, and Reason**:

Employment Status

Manage current and historical employment records in this section. Note that all of the details found in the General, Compensation, and Policies and Groups sections follow the Effective From ... [View more](#)

8. Save & Refresh.

9. Using the steps from Scenario 2, the employee's profile and pay information will flow from DWFM into Powerpay.

10. After the processing is finished in DWFM and employee info is imported to Powerpay, the termination process is continued in Powerpay (paying out any outstanding vacation pay, terminating in Powerpay, requesting ROE, etc)