The procedure for terminating an employee varies based on the type of employee and the timing of the termination.

*NOTE: It is imperative to make sure the employee does not work in any other UCSB Departments before proceeding with the separation/termination process.

- If the employee works in another department, do not separate in PPS (only end your appointment and distribution) and do not terminate in Kronos.
- If the employee is only in your department, please adhere to the following:

**EXCEPTION PAID EMPLOYEES**

1. Separate the employee in PPS.
2. Verify and note the employee's accrual balances as of the last day of employment.
3. Contact your Kronos Payroll Manager to update vacation and compensatory time to zero as of last day of employment.
4. Input a zero for the Access Control Number via the Timekeeping Manager Assignment (TMA) application.
5. (If Manager) Edit Employee Group to be Empty Profile.
6. Remove all licenses from Kronos.
7. Prepare a 72-hour check request, process through Accounting and follow procedures to ensure employee is not overpaid.

**POSITIVE PAID EMPLOYEES**

If it is before payroll upload:
1. Separate the employee in PPS.
2. Input a zero for the Access Control Number via the Timekeeping Manager Assignment (TMA) application.
3. (If Manager) Edit Employee Group to be Empty Profile.
4. Remove all licenses from Kronos.
5. Prepare a 72-hour check request form for all unpaid hours and process through Accounting.
6. Verify the employee does not show up on the next Kronos payroll report. If they do, you will need to RX the hours to ensure the employee is not paid twice. – Do Not Sign Off on separating employees during their final pay period.

If it is after payroll upload but before checks have been cut:
1. Separate the employee in PPS.
2. Input a zero for the Access Control Number via the Timekeeping Manager Assignment (TMA) application.
3. (If Manager) Edit Employee Group to be Empty Profile.
4. Remove all licenses from Kronos.
5. Prepare a 72-hour check request for all hours since the last pay check (including those uploaded from Kronos for the next paycheck) and process through Accounting.
6. Input an RX transaction for the hours uploaded from Kronos for the next paycheck to make sure the employee is not double-paid for this time.

If it is after checks have been cut but before payday:
1. Separate the employee in PPS.
2. Input a zero for the Access Control Number via the Timekeeping Manager Assignment (TMA) application.
3. (If Manager) Edit Employee Group to be Empty Profile.
4. Remove all licenses from Kronos.
5. Prepare a 72-hour check request for all hours on the current pay cycle, process through Accounting and follow procedures to ensure employee is paid properly.