

FINANCE PROCEDURE MANUAL	TITLE: Termination of Employee	
	NUMBER: FIN-PAY-018	VERSION: 01
	ISSUED DATE: 10/1/2010	REVISION DATE: 4/25/2014

➤ **Purpose:**

Outline the process to eliminate terminated employees from payroll and benefits system.

➤ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Terminated employee: An employee who separates employment from the College.

Terminal paycheck: Last paycheck employee receives.

➤ **Responsibility:**

Payroll: Issues terminal paycheck to Human Resources.

Human Resources: Notifies payroll of terminated employee and receives terminal paycheck to issue to employee.

➤ **Procedure Details:**

1. Human Resources notifies Payroll of employee's last work day.
2. Payroll calculates the amount of the employee's last check and makes adjustments at the appropriate time during the payroll processing window.
3. A list of all employees that are terminating during the current pay period is sent to Human Resources for verification of payment information.
4. Human Resources verifies the accuracy of the list, signs the list, and returns the list to Payroll.

5. Payroll adjusts PantherNet system to end benefits and deductions as necessary.
6. Payroll ends direct deposit prior to payroll run in order for terminal check to be generated.
7. Payroll mails terminal check to Human Resources for exit purposes.
8. Human Resources issues terminal check to employee.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf