Termination/Retirement/Layoff/Death Checklist

- If the EE is in a Leave of Absence (LOA) status, the agency needs to return the EE from the LOA one day prior to the termination date.
- Enter termination/retirement/layoff in Job Data once the EE and supervisor has submitted and approved timesheet. Effective date is the day after the EE's last day in active status. In order for leave payouts to default in on timesheet, the termination needs to be entered prior to the paysheet being created (*typically* the Tuesday night after the end of the pay period). Agency can review payroll checklist for additional information.
  - Effective date for EEs who have passed away is the day after the date of death regardless of their last day in active status. Using this date will automatically update the date of death in personal data.
- Enter inactive Time Reporter Data row using the same effective date as the termination or retirement row in job data.
  - Do this once you have removed defaulted hours from all timesheets after termination date.
- Enter termination in the KPERS portal for those eligible EEs and make note of KPERS membership date.
- Enter termination in the MAP portal for those benefit eligible EEs.
- Notify the SMART and SHARP agency contact if the EE had access to either system so user ID can be inactivated.
- Remove agency phone number(s) and agency email address from personal data. DOMAIN (if entered) needs to stay active in order to remove the EE's LinkedIn account if the agency participates.

Once the EE's final paycheck has been confirmed:

- Enter termination of retirement plan and Group Term Life (GTL) for applicable EEs. Effective date is the first day of the pay period in which the deduction should no longer be taken.
- Inactivate direct deposit. Effective date should be first day of the pay period following the final deposit/check date.