CalTime Process: Termination

Termination is when an employee's job ends. In a voluntary termination, an employee resigns or retires from his or her job. In an involuntary termination, an employee is 'laid off' from their job by the employer, or is 'fired', when there is no work available for them.

**Voluntary**

1. Notify HCM Processor of employee termination date
2. Enter employee termination date
3. Notify Timekeeper
4. Payroll confirms employee termination date
5. CalTime checks hours worked (thru termination date)
6. Ensure hours worked matches in payroll system
7. CalTime checks vacation taken (thru termination date)
8. Ensure vacation taken matches in payroll system
9. CalTime checks accrued vacation (thru termination date)
10. Complete 'Payroll Separation Check Request' form

**Involuntary**

1. Notify HCM Processor of employee termination date
2. Enter employee termination date
3. Notify Timekeeper
4. Payroll confirms employee termination date
5. CalTime checks hours worked (thru termination date)
6. Ensure hours worked matches in payroll system
7. CalTime checks vacation taken (thru termination date)
8. Ensure vacation taken matches in payroll system
9. CalTime checks accrued vacation (thru termination date)
10. Complete 'Payroll Separation Check Request' form

Options: Email, Direct Deposit, Employee Pick-Up

End of process