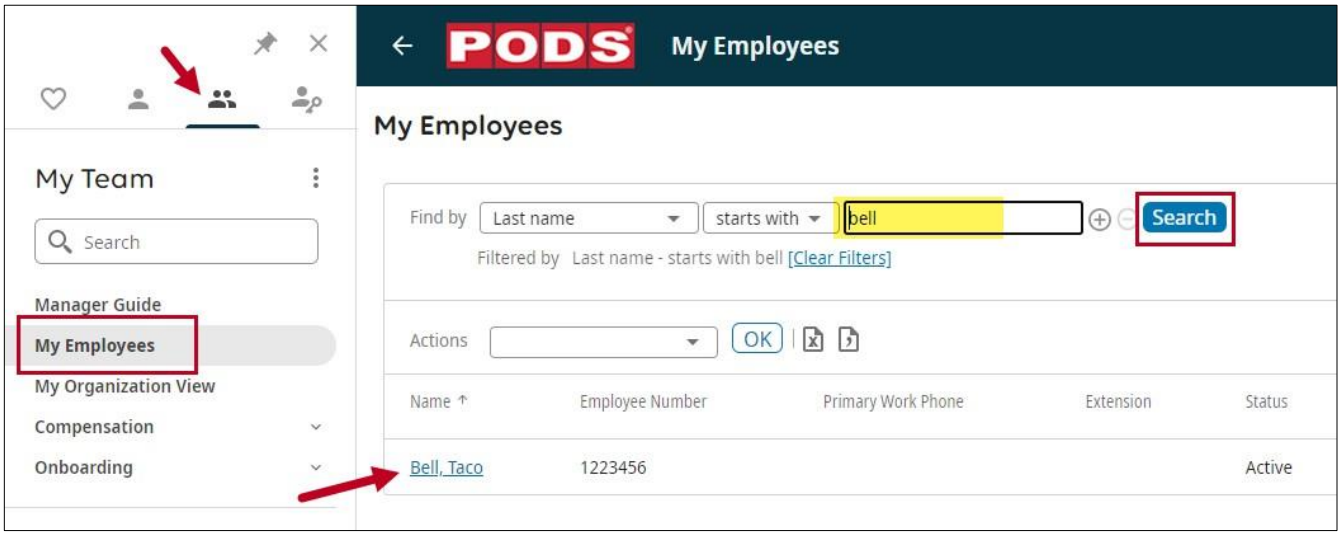
Contractor Terminations in UKG

This document covers how a manager will initiate contractor terminations in UKG. Final approval for all changes will be completed by the appropriate HR representative.

1. **Click** the **My Team** icon at the top of the left menu, then **click My Employees** to open the My Employees screen
2. **Input** the **contractor's last name** in the text field and **click Search** to open the profile in a pop-up window
3. In the associate profile**, expand** the **Jobs** menu and **select Job Summary**



4. **Click** the **Terminate Employee** link in the **Things I Can Do** list on the right side of the page and complete the required fields:



- **Termination Date** – Input the date or click the calendar icon to select the date the contractor will be terminated
- **Paid Through** – Use the termination date
- **Termination Reason** – Select the termination reason from the drop-down menu. The Termination type field will auto-populate.

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These fields are not required and can be completed as applicable:

- **Notes –** include any notes you want as part of the permanent file
- **Inactivate autopay/Eligible for severance –** not applicable for contractors
- **Eligible for rehire –** select if the contractor is eligible for rehire
- **Reassigning direct reports –** for contractors with direct reports, select this option to automatically reassign all direct reports

