**Terminating an Employee**

* Change status in Paylocity - Web Pay > click on employee’s name > Work tab > Employee Status tab > click on terminate – enter date(s) and reason **or** provide status change form to Diocese Payroll Dept.
* Was employee **eligible for benefits**? If so, work with employee to complete a Separation Form and provide the completed form to our Benefits Office as soon as possible. You may need to collect extra insurance premiums from employee if they elected extended coverage.
* Is employee **retiring**? If so, direct the employee to call the Pension Office at the Pastoral Center. The pension coordinator will review important retirement information with the employee. Provide pg. 1 of the pension application to employee. Employer completes page 2 of the pension application as soon as total wages and hours can be determined. Forward completed form to Gabriel Roeder Smith as soon as possible so pension payments are not delayed.
* Collect work issued property from employee.
* Conduct exit interview if appropriate.
* Depending on your entity’s time off policy, you may need to pay out all or part of any unused time off on the employee’s last check.