CENTRALLY HR (CHR) NEW HIRE PROCESS

I. Adding New Hire

Login to Centrally HR (CHR) and go to My Teams

1. *Go to HR*

2. *Go to HR Actions*

3. *Click on Available tab*

4. *Click on Start.*

CENTRALLY HR (CHR) NEW HIRE PROCESS

Hire Employee   X

(i) If you are hiring an applicant, fill the Applicant field. If you   X
are hiring an employee, leave the Applicant field blank.

Choose Applicant

Search and select applicant

Effective From *

08/07/2020

CANCEL   CONTINUE

5. *Choose Effective date. Note: Effective date is when this profile can be accessible, and may be prior to hire date.*

← Hire Employee

Please click "Start" to initiate a Hire Action then click "Continue". You also have the option to choose an applicant that has applied for the job and click "Continue".
Complete the information for the new hire and click "Submit" then "OK" to submit the HR Action Request.

Effective From *

08/01/2020   SAVE   CONTINUE

New Hire
Managers
Profiles

New Hire

Hired *

mm/dd/yyyy

6. *Enter hire date.*

Personal Settings

EIN *   Birth Date *

Roman Catholic Bishop of Salt Lake City   mm/dd/yyyy

National ID

Primary National ID *

Social Security Number   999-99-9999

8. *Enter employee date of birth.*

7. *Click on down arrow to choose Employer ID Number*

9. *Enter employee SSN*

CENTRALLY HR (CHR) NEW HIRE PROCESS

After SSN is entered, the system will verify if SSN already exists.

← Hire Employee

New Hire

New Hire

| New Hire |
| Managers |
| Profiles |

ⓘ This person you entered does not yet exist within the Roman Catholic Bishop of Salt Lake City EIN.

Hired *
08/01/2020

Name

First Name *

Middle

Last Name *

Suffix

Nickname

Salutation

Personal Settings

EIN *
Roman Catholic Bishop of Salt Lake City

Birth Date *
01/01/1980

National ID

Primary National ID *
Social Security Number   234-56-7891

10. *Enter first and last name.*

← Hire Employee

Employee ID
System will auto-generate if empty

Username
System will auto-generate if empty

New Password
System will auto-generate if empty

☑ User Must Change Password at Next Logon   ☐ Locked

Primary Email *
nell.cline@dioslc.org

Started *
08/01/2020

Country *
United States

Street *
345 S 678 W

Zip *
84103

City *
Salt Lake City

State *
Utah

RECOMMEND

☐ Separate Mailing Address

Employee Type
Full Time Non Exempt

11. *Enter employee email.*

12. *Start date is same as effective date.*

13. *Enter employee address*

← Hire Employee

Base Compensation *

| Annual | $0.00 / 2080.00hrs | Pay Period | 0.00 / 0.00hrs | Hourly | $0.00 |

Annual ▾   + Add

Effective From	Annual $	Amount $	Hours	PP	Amount Earning Autopay	Autopay Type	Actions
12/31/1900	$0.00	$0.00 / Hour	2080.00hrs / Year	0		Amo...	•••

14. *Click Add to enter compensation.*

15. *Enter hire date.*

16. *Enter wage amount. It can be per hour, week, or month.*

17. *You may change your total hours here. Ex. 1950.*

Annual $0.00 / 2080.00hrs Pay Period

Add New Base Compensation

Effective From *
08/09/2020

Amount $
0.00000

Per
Hour

Hours
2080.00

Per
Year

PP in Year *
0

Amount Earning Autopay

Autopay Type
Amount

CANCEL SAVE

18. *Enter # of pay period – 12, 24, or 26*

19. *Click on down arrow and choose BOTH.*

The completed box should look like this:

Add New Base Compensation ✕

Effective From *
08/01/2020

Amount $
14.50000

Per
Hour

Hours
1950.00

Per
Year

PP in Year *
26

Amount Earning Autopay

Autopay Type
Both

CANCEL SAVE

20. Click SAVE.

Base Compensation line will populate as below.

← Hire Employee

Base Compensation *

| Annual | $28,275.00 / 1950.00hrs | Pay Period | $1,087.50 / 75.00hrs | Hourly | $14.50000 |

Annual ▼   + Add

Effective From	Annual $	% Change	Amount $	Hours	PP	Amount Earning Autopay	Autopay Type
08/01/2020	$28,275.00		$14.50000 / Hour	1950.00hrs / Year	26		Both
12/31/1900	$0.00		$0.00 / Hour	2080.00hrs / Year	0		Amount

Autopay Schedule

ⓘ Used for Prorating Autopay Earnings.		X

+ Add

Effective From	Type	Actions
ⓘ No Data to Display		

Autopay Schedule

ⓘ Used for Prorating Autopay Earnings.		X

+ Add

Effective From	Type	Actions
ⓘ No Data to Display		

Default Cost Centers *

[▼]

SAVE   CONTINUE

21. *Click on down arrow to choose default cost center, when applicable.*

Default Cost Centers

Search   Browse

kearns

Search Results (12)

Kearns Saint Ann School/Administration

Kearns Saint Ann School/Cafeteria

Kearns Saint Ann School/Daycare

Kearns Saint Ann School/EDP

Kearns Saint Ann School/Full Time Teacher

Kearns Saint Ann School/Maintenance

Kearns Saint Ann School/Staff

Kearns Saint Ann School/Substitute

Saint Ann / **Kearns** Saint Ann

Saint Ann / **Kearns** Saint Ann/Clergy

22. Search for your EIN and then choose applicable cost center

Default Cost Centers *

Kearns Saint Ann School/Staff

SAVE   CONTINUE

23. *Click Save.*

CENTRALLY HR (CHR) NEW HIRE PROCESS

New Hire

ⓘ   This person you entered does not yet exist within the Roman Catholic Bishop of Salt Lake City EIN.

Hired *

08/01/2020

Name

First Name *

Mary

Last Name *

Jones

Hooray!

Hire Employee is saved.

OK

← Hire Employee

Please click "Start" to initiate a Hire Action then click "Continue". You also have the option to choose an applicant that has applied for the job and click "Continue".
Complete the information for the new hire and click "Submit" then "OK" to submit the HR Action Request.

Applicant   MJ   Mary Jones

Effective From *

08/01/2020

SAVE   CONTINUE

✓ New Hire

Managers

Profiles

Managers

Manager 1 *

Choose Employee...

HR Contact *

Choose Employee...

SAVE   CONTINUE

24. *Click on Managers tab.*

← Hire Employee

Please click "Start" to initiate a Hire Action then click "Continue". You also have the option to choose an applicant that has applied for the job and click "Continue".
Complete the information for the new hire and click "Submit" then "OK" to submit the HR Action Request.

Applicant   MJ   Mary Jones

Effective From *

08/01/2020

SAVE   CONTINUE

✓ New Hire

Managers

Profiles

Managers

Manager 1 *

Susan M. Nakaba

HR Contact *

Anna Marie Pezely

SAVE   CONTINUE

25. *Type or search for Managers.*

Note: Manager 1 approves Timesheet, and Manger 2 is the Location HR/Finance Manager. It can be the same person for some locations.

26. *Click Save.*

← Hire Employee

Managers

Profiles

Benefits

Benefit Profile

Search

Effective Date *

12/31/1900

+ Add

Pay Period Profile *

Search

Security Profile *

Employee

Pay Calc

Pay Calculations

Search

Effective Date *

12/31/1900

+ Add

Pay Prep

Pay Prep Profile

Default

Effective Date *

12/31/1900

+ Add

27.

Click Search for Pay period profile; ex. Bi-weekly, Semi-Monthly, or Monthly

← Hire Employee

Managers

Profiles

Benefits

Browse and Select Pay Period Profile   ✕

Search 🔍

↑ Name	Description
Kearns-Saint Ann School Monthly	
Saint Ann Parish SM	

APPLY

28. *Click Apply.*

CENTRALLY HR (CHR) NEW HIRE PROCESS

29. *Security Profile is defaulted as Employee.*

← Hire Employee

Pay Period Profile *

Kearns-Saint Ann School Monthly

Security Profile *

Employee

Pay Calc

Pay Calculations

Search

Effective Date *

12/31/1900

+ Add

Pay Prep

Pay Prep Profile

Default

Effective Date *

12/31/1900

+ Add

Timesheet Profile

Time Stamp

TS Auto Population Policy

Search

30. *Click Save.*

SAVE   SUBMIT

Effective From *

08/01/2020

SAVE   SUBMIT

- ✓ New Hire
- ✓ Managers
- ✓ Profiles

Profiles

Benefits

Benefit Profile

Search

✓ **Hooray!**
Hire Employee is saved.

OK

12/31/1900

+ Add

← Hire Employee

Please click "Start" to initiate a Hire Action then click "Continue". You also have the option to c
Complete the information for the new hire and click "Submit" then "OK" to submit the HR Action

Applicant   MJ Mary Jones

Effective From *

08/01/2020

31. *Click Submit*

SAVE   SUBMIT

- ✓ New Hire
- ✓ Managers
- ✓ Profiles

Profiles

Benefits

Benefit Profile

Search

Submit HR action request?
You are about to submit HR action request.

CANCEL   SUBMIT

32. *Click Submit.*

12/31/1900

New hire process is completed.

CENTRALLY HR (CHR) NEW HIRE PROCESS

II. Adding to New Hire Employee Profile

1. *Go to My Teams and click on Employee Information.*

III. Adding Base Compensation on Employee Profile

Employee Information

HIRE TERMINATE REHIRE VIEW ...

Page [1] of 1 ▷ 1 - 1 of 1 Rows   Saved: [System] ▼   Columns (3) ⊗ ▼(3)

☐		↑ Employee ... ▼	Badge ▼	Username ▼	⇅▼ First N... ▼	⇅▼ Last N... ▼	Employee EIN ▼	In Payroll ▼	Locked ▼	Worked 6... ▼	WC Job Ti... ▼	⇅▼ Emplo... ▼	↺
		starts with ▼	= ▼	= ▼	starts with ▼	starts with ▼	starts with ▼	All ▼	All ▼	= ▼	= ▼	!= ▼	
					mary	jones						Terminated	⊗
							▲						
☐	�	3045		MJones3045	Mary	Jones	Saint Ann / Kearns Saint Ann	Yes	No			Active	

2. *Look up employee name and click on employee information icon.*

← Employee Profile

MJ

Mary Jones | ✉
Employee ID: 3045 | H

Main — Payroll — HR — Schedules

JUMP TO

Account Information

Two-Factor Authentication

Profiles

Managers

Workflow Delegation

Cost Centers

Personal Information

Badges

Account Demographics

Account Contacts

Pay Information

Total Compensation

Base Compensation

Dates

3. *Under Main tab, go to Base Compensation.*

4. *Click on Add.*

Base Compensation

ⓘ Rates must be reapplied for changes to take place retroactively. Reapply Rates

Current Compensation

| Annual | $0.00 / 2080.00hrs | Pay Period | $0.00 / 173.33hrs | Hourly | $0.00 |

◁ Page 1 of 1 ▷ 1 - 1 of 1 Rows   Annual ▾   + Add

↓ Effective From	Annual $	% Change	Amount $	Hours	PP	Amount Earning Autopay	Autopay Type	Notes	Actions
12/31/1900	$0.00		$0.00000 / PP	2080.00hrs / Year	12		Amount	💬	•••

Edit Base Compensation ✕

5. *Choose Effective date.*

| Effective From * | | Amount * | | Per |
| 08/01/2020 | 📅 | 14.50000 | $ | Hour ▾ |

6. *Type in wage, per hour/month /year*

| Hours | | Per | PP in Year * |
| 1950.00 | 🕐 | Year ▾ | 12 |

| Amount Earning Autopay | | Autopay Type |
| | ▾ | Both ▾ |

7. *Choose Pay Period (#s) – 12, 24 or 26*

CANCEL   **SAVE**

8. *Click Save.*

Base Compensation line will populate as below.

Base Compensation

ⓘ Rates must be reapplied for changes to take place retroactively. Reapply Rates

Current Compensation

| Annual | $28,275.00 / 1950.00hrs | Pay Period | $2,356.25 / 162.50hrs | Hourly | $14.50000 |

◁ Page 1 of 1 ▷ 1 - 2 of 2 Rows   Annual ▾   + Add

↓ Effective From	Annual $	% Change	Amount $	Hours	PP	Amount Earning Autopay	Autopay Type	Notes	Actions
08/01/2020	$28,275.00		$14.50000 / Hour	1950.00hrs / Year	12		Both	💬	•••
12/31/1900	$0.00		$0.00000 / PP	2080.00hrs / Year	12		Amount	💬	•••

Autopay Schedule

CENTRALLY HR (CHR) NEW HIRE PROCESS

1. *Click on Payroll Tab.*

IV. Entering Payroll Info
   A. Earnings

← Employee Profile

DOWNLOAD PDF   SAVE

New Look

(MJ) **Mary Jones** ✉ 👤
Employee ID: 3045 | Hired Date: 01 Aug, 2020 (8 Days)

Main   Payroll   HR   Schedules   ACA   ⚙ Edit Tabs

2. *Click on Earnings.*

JUMP TO

Earnings

Deductions

Tax Information

Direct Deposits

Earnings

◁ Page [1] of 1 ▷   0 Rows   Currently Scheduled ▾

...

	Seq.	Earning	Begin Date	End Date	Calcs	Last PR	MTD	QTD
☐								
ⓘ	No Data to Display							

Deductions

3. *Click on New Earning.*

New Earning ✕

Please select earning type to use for new earning.

Earning

Choose...   ▾

CANCEL   OK

Other ear...

Other ear...

will process in order listed below.

4. *Click on Down Arrow, and choose Regular. Other earnings to add as applicable, ex. Stipend, Housing Benefit, etc.*

5. *Click OK.*

6. *Enter hire date, or when earnings should start.*

← Scheduled Earning

SAVE & ADD

JUMP TO

Scheduled Earning

Settings

Goal

Cost Center Defaults

Scheduled Earning

Earning
REG

Begin Date *
08/09/2020

End Date
mm/dd/yyyy

Priority Sequence
1

Annual Max $
$

Annualized Target Compensation $
$

7. *Enter amount type, ex. Flat amount, per hours, etc.*

8. *Enter amount per pay period.*

Employee

Amount Type
Flat $ Amount

Amount *
$

Minimum
N/A

Maximum
N/A

9. *Enter pay frequency.*

Frequency *

Completed Scheduled Earning will populate as below.

← Scheduled Earning

SAVE & ADD

JUMP TO

Scheduled Earning

Settings

Goal

Cost Center Defaults

Scheduled Earning

Earning
REG

Begin Date *
08/01/2020

End Date
mm/dd/yyyy

Priority Sequence
1

Annual Max $
$

Annualized Target Compensation $
$

Pay Statement Types To Apply To
All Pay Statement Types

Settings

Employee

Amount Type
Rate * Hours

Earnings
Choose Earnings

Hourly Rate *
14.50000

☐ Use Amount Only

Minimum
N/A

Maximum
N/A

Frequency *
Every Scheduled Pay

☐ Block Last (3rd or 5th)

B.   Deductions

1. *Click on New Deduction.*

New Deduction

Please select deduction type to use for new deduction

Deduction *

CANCEL   OK

2. *Click on Down Arrow, and applicable Deductions, ex. Health Insurance, Daycare Tuition, 403B, Employee Loan,etc.*

3. *Click OK.*

4. *Enter Date.*

← Scheduled Deduction

SAVE & ADD

JUMP TO

Scheduled Deduction

Settings

Arrearage Settings

Cost Center Defaults

Scheduled Deduction

Deduction
Daycare Tuition

Begin Date *
08/01/2020

End Date
mm/dd/yyyy

Priority Sequence
1

Annual Max $
$

Annual Max ER $
$

Pay Statement Types To Apply To
All Pay Statement Types

Memo
Enter Your Memo Here

Vendor
Choose Vendor

5. *Enter Amount Type, ex. Flat Amount, etc. Click down arrow for options.*

Settings

Additional Info
Enter Additional Info

Settings: Employee

Amount Type *
Flat $ Amount

Amount *
135.00 $

Minimum
N/A

Maximum
N/A

6. *Enter Amount.*

Frequency *
Every Scheduled Pay   ☐ Block Last (3rd or 5th)

7. *Choose Frequency.*

Settings: Employer

Amount Type *
Flat $ Amount

Amount
0.00 $

Minimum
N/A

Maximum
N/A

Frequency *

8. *Employer Settings is required but amount can be set up to 0.00*

9. *Frequency is same as Step 7.*

← Scheduled Deduction

SAVE & ADD

10. *Click Save and Add.*

Deduction line should populate as follows:

C. **Tax Information**
   Federal Tax

1. *Click and Add.*

2. *Enter start date.*

3. *Enter Yes.*

4. *Enter all pertinent information as completed in W4 form.*

5. *Click Add.*

Add Federal Withholding   X

Date From *

08/01/2020

Form 2020 W4 *

Yes

EE Withhold *

Yes

Filing Status *

Married Filing Jointly

Two Jobs

No

Claim Dependent

$

Deduction

$

Other Income

$

Number of Allowances

0

Lock in Letter Received

Type   Additional Withholding

$ 0.00

Rounding *

Default

Type   Override Amount

$ 0.00

CANCEL   ADD

Completed Federal Tax Info.

Tax Information

| FEDERAL | STATE | LOCAL | GENERAL |

Current

◄ Page | 1 | of 1 ► 1 - 1 of 1 Rows

Hooray!
Taxes added successfully.

OK

↓ Date From	Form 2020 W4	EE Withhold		Other Income	Filing Status	Number Of Allowances	Additional Withholding
08/01/2020	Yes	Yes	No		Married Filing Jointly		$0.0(

6. *Click on State Tax.*

Tax Information

FEDERAL | STATE | LOCAL | GENERAL

◁ Page [1] of 1 ▷ 1 - 1 of 1 Rows
➕ Add

˅ Jurisdiction			Actions
˅ Utah			•••

Fields	Value	Effective Date
Num of allowances	0	
Out-of-State Deductions Reduce SUTA Wage Base	No	-
Filing Status ⓘ	S	12/31/1900

7. *Click on View Tax Jurisdiction.*

SAVE | UPLOAD DOCUMENT | VIEW EMPLOYEE

Tax Codes

UTAH (SAINT ANN / KEARNS SAINT ANN) (SIT)

EE WITHHOLD	NON-RESIDENCY STATEMENT FILED	# OF ALLOWANCES	ADDITIONAL WITHHOLDING	OVERRIDE AMOUNT	ROUNDING	FROM	
Block W/H ˅	☐	Lock In Letter Received ☐ Allowances [0]	$ ˅ [50.00]	$ [ ]	Default ˅	12/31/1900	➕

8. *Click on down arrow and choose "Block W/H" to enter additional withholding.*

9. *Click Save.*

D. Direct Deposit

Direct Deposits

◁ Page [1] of 1 ▷ 1 - 1 of 1 Rows
•••

↓ Date From	Form 2020 W4	EE Withhold	Two Jobs	Claim Dependent	Deduction	Other Income	Filing Status	Number Of Allowances	Additional Withholding
08/01/2020	Yes	Yes	No				Married Filing Jointly		$0.00

History

◁ Page [1] of 1 ▷ 1 - 1 of 1 Rows

↓ Date From	Form 2020 W4	EE Withhold	Two Jobs	Claim Dependent	Deduction	Other Income	Filing Status	Number Of Allowances	Additional Withholding
12/31/1900	No	Yes	No				Single	0	$0.00

Direct Deposits

◁ Page [1] of 1 ▷ 0 Rows   Active Accounts ▾
➕ Add

Type	Active From	Active To	Calc Method	Account Type	ABA # / Bank Routing #	Account #	Notes	Documents	Actions
ⓘ No Data to Display									

1. *Click Add.*

2. *Enter Start Date.*

Add New Direct Deposit   ✕

3. *Enter End date or keep default.*

Name   Description
Enter Name   Enter Description

Active From *   Active To *
08/01/2020   📅   12/31/2099   📅

Deposit Type   Bank Account Type *
Direct Deposit   ▼   Checking   ▼

4. *Enter Bank Account Type.*

Calculation Method *
Entire/Remainder   ▼

5. *Click on down arrow to choose Calculation Method: Entire/Remainder; Flat Amount, etc.*

Arrearage Function   Frequency *
                                     ▼   Every Pay   ▼

6. *Enter Frequency.*

Account # *   Reenter Account # *
3456789123   3456789123

ABA # / Bank Routing # *   Pre-Note Status *
124700219   ⓘ   Ready To Send   ▼

7. *Enter Bank Account # (twice) and Routing #.*

                                    CANCEL   SAVE

8. *Click Save.*

CENTRALLY HR (CHR) NEW HIRE PROCESS

E. **New Hire Employee Profile printout**

1. *Click Download PDF*

← Employee Profile

DOWNLOAD PDF   SAVE

MJ **Mary Jones**
Employee ID: 3045 | Hired Date: 01 Aug, 2020 (8 Days)

New Look

Main   Payroll   HR   Schedules   ACA   ⚙ Edit Tabs

Print Settings   X

JUMP TO

Employee Information

Account Demographics

Managers

Contacts

Profiles

Pay Information

Cost Centers

Accruals

Annual Compensation Graph

Earnings

Deductions

Tax Allowance Settings

Direct Deposits

Benefit Plans

☐ Select all

☑ Name   ☑ Username   ☐ Locale

☐ Time Zone   ☑ Social Security   ☑ Employee Id

☑ Badge Id #1   ☐ Badge Id #2   ☐ Badge Id #3

☑ Account Status   ☑ Primary Email   ☐ Secondary Email

☐ Work Phone   ☐ Cell Phone   ☐ Home Phone

☐ Worked 600 Hours (for Basic Life) ☐ WC Job Title   ☑ Address

☑ Date Hired   ☐ Date Terminated   ☐ Date Started

☐ Review Date   ☑ Birthday   ☐ Seniority Date

☑ Date Re-Hired   ☑ PEO Hired   ☐ Date Deceased

☐ Date Retired   ☐ Photo

Account Demographics

CANCEL   DOWNLOAD PDF

2. *Scroll down to check or customize which data to include in the print settings.*

3. *Click download and print or save.*

CENTRALLY HR (CHR) NEW HIRE PROCESS

This printout replaces the "New Hire sheet" form, and can be submitted to Diocese for record keeping.

Catholic Diocese of Salt Lake City **Employee Information**
27 C Street
Salt Lake City, UT 84103
United States
87-0215468

Employee Information

Name	Mary Jones
Social Security	234-56-7891
Employee Id	3045
Username	MJones3045
Status	Active
Primary Email	nell.cline@dioslc.org
Address	345 E 678 W
	Salt Lake City, UT 84103
Birthday	01/01/1980
Hired	08/01/2020

Account Demographics

Ethnicity

Managers

Manager 1	Susan M. Nakaba
HR Contact	Anna Marie Pezely

Profiles

Pay Period	Kearns-Saint Ann School Monthly
Security	Employee

Pay Information

Base Compensation

	Amount	Hours
Annual	$28,275.00	1950.00
Pay Period	$2,356.25	162.50
Hourly	$14.50	

Employee Type Full Time Non Exempt
Automatic Pay Grade Step

Cost Centers

Cost Centers	Staff

Deductions

Begin Date End Date		**$**	**%**	**Last PR**	**YTD**
Daycare Tuition					
08/01/2020	EE	135.00	-	-	-

Tax Allowance Settings

Unemployment State	**From Date**	**To Date**
Utah	12/31/1900	12/31/9999

Federal:	Married Filing Jointly/0
	Form 2020 W4: Yes
	Two Jobs: No
	Claim Dependent: $0.00
	Deduction: $0.00
	Other Income: $0.00
Utah:	Allowances: 0 + 50.00
	Filing Status: S

CentrallyHR
Phone: 540-345-6600

Centrally HR

Generated: 08/09/2020 04:26p
Generated By: Marinelle Cline

CENTRALLY HR (CHR) NEW HIRE PROCESS

F. Terminating an employee

1. *Look up employee name and click on employee information icon.*

← Employee Information

HIRE | TERMINATE | REHIRE | VIEW | ...

◄ Page [1] of 1 ► 1 - 1 of 1 Rows   Saved: System] ▼

Columns (3) ⊗ | ▼(3) | 🗎 ▼ | ...

	↑ Employee ... ▼	Badge ▼	Username ▼	↕ ▼ First N.. ▼	↕ ▼ Last N... ▼	Employee EIN ▼	In Payroll ▼	Locked ▼	Worked 6... ▼	WC Job Ti... ▼	↕ ▼ Emplo... ▼	
☐	starts with	=	=	starts with	starts with	starts with	All	All	=	=	!=	↺
				mary	jones						Terminated	⊗
						▲						
☐ 🔳👤	3045		MJones3045	Mary	Jones	Saint Ann / Kearns Saint Ann	Yes	No			Active	

← Employee Profile

💬... | DOWNLOAD PDF | SAVE

MJ **Mary Jones** ✉ | 👤   🔘 New Look
Employee ID: 3045 | Hired Date: 01 Aug, 2020 (9 Days)

Main   Payroll   HR   Schedules   ACA   ⚙ Edit Tabs

← 🔵MJ Mary Jones (Saint Ann / Kearns Saint Ann) (3045) 👤 | Main ▼ ⚙   My Team/Employee Information/**Employee Profile**

Two-Factor Authentication

Rate Tables

Profiles

Rate Table 1

Managers

Rate 1: Rate Table 1

Workflow Delegation

Personal

Manage Personal Rate Table

Cost Centers

Personal Information

Dates

Badges

2. *Click on Dates.*

Account Demographics

Employee Age	40	Employment Length	9 Days	Years Of Service	9 Days

Account Contacts

Pay Information

Hired *   Started *   Review
08/01/2020 📅   08/01/2020 📅   mm/dd/yyyy 📅

Total Compensation

Birthday   Seniority   Re-Hired
01/01/1980 📅   mm/dd/yyyy 📅   mm/dd/yyyy 📅

Base Compensation

Benefits   Deceased   Retired
mm/dd/yyyy 📅   mm/dd/yyyy 📅   mm/dd/yyyy 📅

Dates

Groups

Frozen Benefit   Terminated
mm/dd/yyyy 📅   --   TERMINATE

Extra Fields

DOWNLOAD PDF | SAVE

3. *Click Terminate button.*

CENTRALLY HR (CHR) NEW HIRE PROCESS

2. *Enter Termination Date.*

← Terminate Employee

CONTINUE TERMINATE

MJ Mary Jones (Saint Ann / Kearns Saint Ann) (3045)

JUMP TO

Termination Detail

End Dates

Manager(s) at Termination

Exit Interview

Termination Detail

Employee
Mary Jones

Account Status *
Terminated

Termination Date *
08/02/2020

Reason *
Other

☐ Rehireable

☐ Notice Given

Notes
Test Data Employee

3. *Choose Reason and make notes (optional)*

4. *Enter end dates for Benefit Coverage, if applicable.*

← Terminate Emp

CONTINUE TERMINATE

MJ Mary Jones (Saint Ann / Kearns Saint Ann) (3045)

JUMP TO

Termination Detail

End Dates

Manager(s) at Termination

Exit Interview

End Dates

Benefit Coverage End Date
08/02/2020

End Of Month Date
08/31/2020

Manager(s) at Termination

Manager 1
Susan M. Nakaba

HR Contact
Anna Marie Pezely

Exit Interview

Date
mm/dd/yyyy

Interviewer Type
Internal

Interviewer
Choose Employee...

Notes

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nd Dates

nefit Coverage End Date

08/02/2020

anager(s) at Termination

Terminate employee?

You are about to terminate Mary Jones.

CANCEL   **TERMINATE**

5. *Click Terminate.*

6. *Choose Skip.*

Items to Resolve

The following items need to be resolved before continuing with the termination.
* To view all details please access this page in desktop view.

⚠ Accruals cannot be paid out.

Resolutions:

○ Retry

○ Skip In Case Of Exceptions

◉ Skip

7. *Click Terminate.*

CANCEL   **TERMINATE**

Account Status *

Terminated

✓ **Done!**

Mary Jones is terminated, to view their termination details click here.

OK