Completing a Termination Form - Quick Reference Guide

Complete a Termination form when there is a need to formally end an employee’s employment with the University.

You can complete a Termination in advance of the last day of employee’s work. Best practice is to complete the Termination prior to the payroll run date to prevent overpayment to the employee. For staff employees, the form displays estimated accrued vacation hours as per last day worked entered on the form. The SAP system will calculate and payout the actual accrued vacation hours on the termination date automatically.

The Labor Distribution report (PA15) can give you information about actual payout after the termination.

1. Log on to BUworks Central [https://ppo.buw.bu.edu](https://ppo.buw.bu.edu)
2. Based on your privileges, you will see either the Manager Self Service OR the Payroll Coordinator tab. Click on the tab
3. Click on Personnel Actions
4. Enter a BUID and click on Find Employee. Alternatively, via the My Organizational Units area of the screen, click on the black arrow to expand the Org Units. Click on the specific Org. Unit of the employee for whom you’ll be initiating the Termination form. From the display of employees, click on the specific employee. The row gets highlighted in yellow. Click on located at the bottom of the screen
5. Click on the Termination radio button
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6. **Termination Date** – Enter the last day worked

7. Click on **Continue Editing** Form. The form automatically expands to show details of the employee such as BUID, Main Assignment, Org. Unit, % time employed, work schedule, Personnel area, Personnel sub-area, Employee group, employee subgroup, base rate amount, salary etc. It also displays estimated accrued unused vacation hours for exempt employees in a non-editable field.

**NOTE:** Actual hours on the last day worked may vary from estimated hours shown

8. **Termination Reason** - Select a reason for the termination from the drop-down (e.g. Voluntary Resignation)

9. **Attachments** - Upload any back-up documents such as a resignation letter

10. **Comments** – Supply a descriptive comment with useful information to help expedite the workflow approvals.

11. Click on **Review** to review your entries.

12. If all data is accurate and there are no errors, click on **Submit**. Track your submission via the **Request Tracker**