Completing a Termination Form—Quick Reference Guide

Complete a **Termination** form when there is a need to formally terminate an employee from SAP. Always contact your HR Business Partner prior to considering or performing a termination. Termination delimits (inactivates) an employee’s record in SAP and prevents you from reimbursing them any additional pay (e.g. unused vacation) once the Termination has been approved.

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 Exempt staff employees, the form displays estimated accrued vacation hours as per last day worked entered on the form. The SAP system will however calculate and payout the actual accrued vacation hours on the termination date. These actual unused vacation hours could be end up being different than the estimated hours.

Non-exempt (weekly) employees are paid for accrued vacation time by their respective Timekeepers, in conjunction with their Time Admins, via transaction PA61 through info type 416 (Process Time Quota Compensation) and not via the Termination (or Additional Payment) form. The Labor Distribution report (PA15) can give you information about actual payout after the termination.

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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 the **specific employee**. The row gets highlighted in yellow. Click on **Select Form** 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**