

# Backed termination

## How to back date a termination?



### Incident:

Oops, forgot to terminate an employee in the previous period.

### Solution:

- Make a backup
- Click on Edit; Employee masterfile and search for the employee to be terminated.
- Select the Termination icon, the Terminate/Reinstate window will pop up.
- Select the end date and reason of termination in the previous period.
  - Please note that the end date should not be in a previous tax year and should not be have had a processed payslip after the end date entered.
- Select Yes to confirm the termination, then OK.
- The status of the employee will now be Terminated.