

# Terminate your Maternity leave employee




## After you have rolled into the March Period

### Incident:

You reinstated this employee before generating your electronic certificates. You will now have to terminate her again for the duration of her leave.

### Solution:

1. Navigate to Edit, Employee Masterfile.
2. Select the Reinstatement button: The icon for the Reinstatement button is a small red square with a white outline of a person's head and shoulders.
3. Enter the termination date as the 1<sup>st</sup> of March.
4. Click on the drop down list under reason and select Maternity/Adoption leave then click ok.
5. A Pop up message will appear saying you are terminating this employee in a previous period, you can select to make a backup.
6. You will then get a pop up message asking if you are sure you want to terminate this employee, click on yes.
7. This employee will now have status of Not Proc Term
8. As this employee still shouldn't get paid, you will have to zero out the payslips:
  - a. Click on the income tab and change all the amounts to zero, if the amount does not want to change, click on override and then change the amount to zero.
  - b. Click on the deductions tab and change all the amounts to zero, if the amount does not want to change, click on override and then change the amount to zero.
  - c. Click on the benefits tab and change all the amounts to zero, if the amount does not want to change, click on override and then change the amount to zero.
  - d. Click on the contributions tab and change all the amounts to zero, if the amount does not want to change, click on override and then change the amount to zero.