

Administration – Termination Employees, Supervisors & Practitioners in ADP Time & Attendance with RUN

## Terminating a Practitioner

- 1. Log onto runpayroll.adp.com
- 2. Click **Settings** settings , and then click on **Manage user access**.



3. Click the Role of the practitioner you want to terminate.

Practitioner, RUN Owner Registration and Verification Complete No Edit X

4. Click Remove User.



## Terminating a supervisor

- To see which employees are assigned to which supervisor, print the Supervisor Assigned Employee List Report in ADP Time & Attendance.
- 1. In RUN Powered by ADP<sup>®</sup>, select the **People** 🖴 icon.
- 2. From the Action Icon on the row of the employee you want to terminate, select **Terminate Employee**.



- 3. On the Terminate page, complete the following:
  - In the **Termination Date field**, enter the employee's termination date. (**This date should be no** earlier than the last day of the current pay period)
  - In the Last Day Worked field, enter the last date that the employee worked.
  - In the **Termination Reason field**, select the termination reason.
  - In the **Termination description field**, select the description that best matches the reason.

Hire dete				
09/06/2017		b years 17 days		
Status				
Terminated	*			
Termination date 1		Lest day worked *		
			C	
Termination type *				
	*			

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4. Click Terminate.



3. Click **Terminate Employee**.



## Terminating an Employee

- 1. In RUN Powered by ADP<sup>®</sup>, select the **People** 🖴 icon.
- 2. From the Action Icon on the row of the employee you want to terminate, select Terminate

## Employee.

	Earnings and Deduc
Stotus	Terminate Employee
Active	Emergency Contacts
Active	Skills & Training
Active	Job Info
	Delete Employee
Active	1
	-

- 3. On the Terminate page, complete the following:
  - In the **Termination Date field**, enter the employee's termination date. (**This date should be no** earlier than the last day of the current pay period)
  - In the Last Day Worked field, enter the last date that the employee worked.
  - In the **Termination Reason field**, select the termination reason.
  - In the **Termination description field**, select the description that best matches the reason.

Terminate employee -					
Hire date					
09/06/2017		5 years 17 days			
Status					
Terminated	*				
Termination date *		Last day worked *			
			Ċ		
Termination type *					
Termination description *					
			*		

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4. Click Terminate.



4. Select how they will be paid their final check.

