

# Employee status- reporting termination

Once an employee terminates and the current payroll has not been reported, you can still add the status change to the payroll report. If payroll has been reported, then you must create a new employer report. This applies to all of the following: **retired, been terminated, or have otherwise left employment.**

[Video-Reporting Status Change Via Payroll.mp4](#)

1.

Navigate to the Employer Reporting link.



2.

Search for the Employer Report Summary you wish to open.

### Employer Report Summary Lookup

[ Previous Page Displayed. ]

**Criteria**

Received Date From:  Received Date To:

Posted Date From:  Posted Date To:

Reporting Source: All  Reporting Source: All

Create Invoice: All  Receivable Status: All

Employer Reporting Summary Status: All  Summary Submitted: All

\*Paycycle Frequency: All  Employer Reporting Summary ID:

**Search** **Reset** **Store Search**

**Search Results**

**New** **Open** **Export To Excel** **Copy Forward**

1 2 3 4 5 6

<input type="checkbox"/>	Employer Reporting Summary ID	Total Enrollments	Total Demographic Changes	Total Payroll Detail Records	Pre-Tax EE Co
<input type="checkbox"/>	5086				
<input checked="" type="checkbox"/>	5085		1		1

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3.

ERIC displays the Employer Reporting Summary Maintenance screen.

**Employer Reporting Summary Maintenance**

[ Previous Page Displayed. ]

Save Refresh Void

**Employer Reporting Summary Information**

Reporting Source : Manual      Posted Date :  
 Employer Reporting Summary ID : 5054      Create Invoice :   
 No Payroll :       Summary Submitted :   
 Submitted Date :      Paycycle Frequency : Monthly      Employer Reporting :  
 Received Date : 01/02/2015      Comments :

**Enrollment/Demographic Information**

**Enrollment Information**      Demographic Information

Total Enrollment Records : 1      Enrollment Header Status : Review

Open Void New Enrollment Header

Enrollment Header ID	Header Type	Header Status	Total Enrollment
5003	SRS	Valid	

Payroll Summary Status : Valid      ER Contributions : \$173.80  
 Pre-Tax EE Contributions : \$151.80      Total Contributions : \$325.60  
 Post-Tax EE Contributions : \$0.00

Open Void New Payroll Header

Payroll Header ID	Header Type	Payroll Header Status	Total Earnings	Total Hours	Pre-Tax EE Contributions
5003	SRS	Valid	\$2,200.00	80.0000	\$151.80

4.

Open the Employer Report/Payroll Header that contains the employee that needs the status change. (Or otherwise create the needed Employer Report)\*.

5.

ERIC displays the Payroll Header Maintenance screen. Click on the Payroll ID link you wish to change.

**Payroll Header Maintenance**

[ Previous Page Displayed. ]

Save Refresh Void

**Payroll Header Information**

**Payroll Header Details**      Contribution Totals By Pay Type      Payroll Record Count

Received Date : 01/02/2015      Posted Date :  
 Payroll Header Status : Valid      Total Earnings : \$2,200.00  
 Total Pre-Tax EE Contributions \$151.80      Total Post-Tax EE Contributions : \$0.00  
 Total Pre-Tax Service Purchase Amount : \$0.00  
 Payroll Start Date : 02/01/2015      Payroll End Date : 02/28/2015  
 Employer Reporting Summary ID : 5054      File Name :

**Other Details**

**Payroll Details**      Compensation Payroll Details      Payroll Details by Status      Validation Info

New Open Export To Excel

Payroll Detail ID	Person ID	SSN	Name	Payroll Detail Status	Earnings
5002	236463	XXX-XX-9286	Patty Bouvier	Valid	\$1,000.00
5003	236462	XXX-XX-5654	Happy GoLucky	Valid	\$1,200.00

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6.

ERIC displays the Payroll Detail Maintenance screen.

**Payroll Detail Maintenance**

Msg ID : 7 [ Record displayed. Please make changes and press SAVE. ]

Save Refresh Void

**Payroll Information**

Payroll Header Type: SRS	Payroll Header ID : 5003	Received Date : 01/02/2015
Posted Date :	ER Summary Status : Review	Payroll Header Status : Valid
Reporting Frequency : Monthly	ER Summary ID : 5054	
Payroll Start Date : 2/1/2015	Payroll End Date : 2/28/2015	

**Payroll Details**

Payroll Detail ID : 5003	Payroll Detail Status : Valid	SSN : 003-25-5654
Last Name : GoLucky	First Name : Happy	Middle Name :
Earnings : \$1,200.00		Pay Type : Regular Pay
Employee Contribution (Sys Calc) : \$82.80	Pre-Tax Employee Contribution : \$82.80	Post-Tax Employee Contribution : \$0.00
Employer Contribution (Sys Calc) : \$94.80	Employer Contribution (Amount Reported) : \$94.80	Comments :
Hours : 80.0000	Rate Type :	Rate : \$0.00
Employment Status : Terminated	Employment Status Date : 01/14/2016	Suppress Warnings : <input checked="" type="checkbox"/>
Final Pay : <input checked="" type="checkbox"/>	Termination of Employment Date : 01/14/2016	Last Day Worked :
Job Classification : Sheriff		

7.

Enter the following information:

- SSN
- Earnings
- Pre-Tax Employee Contribution
- Employer Contribution
- Employment Status: Terminated
- Termination of Employment Date
- Last day of Work
- Final Pay Checkbox
- Job Classification

8.

Click **SAVE**

9.

Navigate back to the Payroll Header Maintenance screen.

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10.

ERIC displays the Payroll Header Maintenance screen.

**Payroll Header Maintenance**

Msg ID : 8 [ All changes successfully saved ]

Save Refresh Void

11. Click **SAVE**

**Payroll Header Information**

**Payroll Header Details** Contribution Totals By Pay Type Payroll Record Count

Received Date : 01/02/2015 Posted Date : Header Type : SRS  
Payroll Header Status : Valid Total Earnings : \$2,200.00 Payroll Summary Status : Valid  
Total Pre-Tax EE Contributions : \$151.80 Total Post-Tax EE Contributions : \$0.00 Total Detail Records : 2  
Total Pre-Tax Service Purchase Amount : \$0.00 Suppress Warnings :   
Payroll Start Date : 02/01/2015 Payroll End Date : 02/28/2015 Pay Date : 02/27/2015  
Employer Reporting Summary ID : 5054 File Name :

**Other Details**

**Payroll Details** Compensation Payroll Details Payroll Details by Status Validation Info

New Open Export To Excel

Payroll Detail ID	Person ID	SSN	Name	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Cal
<input type="checkbox"/>	5002	236463 XXX-XX-9286	Patty Bouvier	Valid	\$1,000.00	\$79.00	\$79.00	\$69.
<input type="checkbox"/>	5003	236462 XXX-XX-5654	Happy GoLucky	Valid	\$1,200.00	\$94.80	\$94.80	\$82.

12.

Navigate back to the Employer Reporting Summary Maintenance screen to submit the payroll or make changes before submitting.