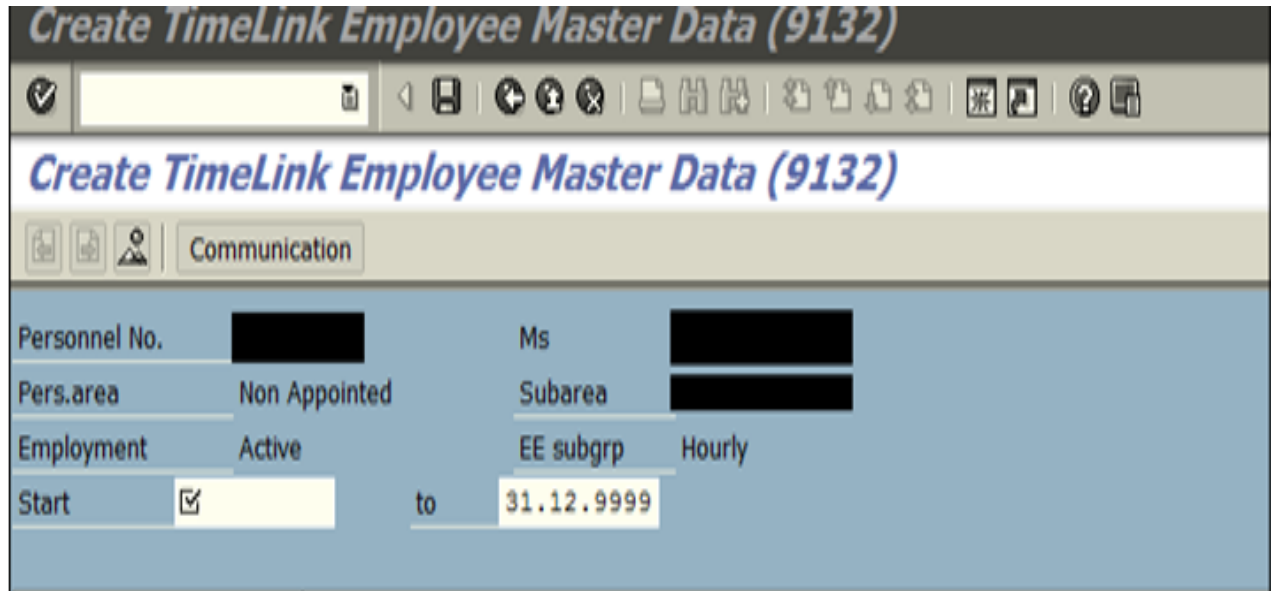**TIMELINK.**

Terminating an Employee on TimeLink

This is a coordinated process between TimeLink Payroll staff and HRIS.

To avoid rejects during the TimeLink payroll processing and to keep only active employees on the TimeLink system, *employee terminations should be processed on the following pay period.*

Terminating a TimeLink Employee

SAP R/3 Menu Path	Human Resources >> Personnel Management >> Administration >> HR Master Data >> Maintain

Infotype	9132 – TimeLink Employee Master Data
	Click the **Overview** icon ![overview icon] and select the most current record
	Select the **Change** icon ![change icon]
To	Enter the **_first day_** of the following pay period (**must be entered**)

Send an EMD request to HRIS (refer to the Employee Master Data Request Process document for instructions).

Note: Before terminating a TimeLink employee, please confirm that the employee does not have a job with another org unit in TimeLink.