

Terminating the uTIME Employee Master Data in HRIS

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Overview

Creating Kronos Employee Master Data (IT 9133)

Overview

Overview Below outlines the steps taken by Payroll Administrator to update the end date of the Kronos Employee Master Data in HRIS when an employee's contract has been terminated prior to the contract end date.

- Contract End Date

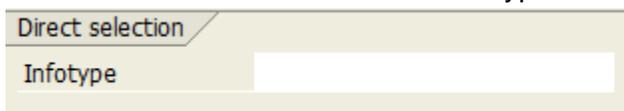
Changing Kronos Employee Master Data (IT 9133)

Click on the following path:

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Maintain HR Master Data Screen

1. Enter employee number 
2. Enter **9133** in the Direct Selection Infotype field



Direct selection
Infotype

3. Click  to view all available records.
4. From the list, select the record to be updated.

Terminating Employee Master Data in HRIS

5. Click  to edit.

Edit Kronos Employee Master Data (9133) is proposed

1. Change the **To Date** 
2. Click .