How to Terminate in Paycor

Please enter this as soon as notice is given and just date the termination to the last day employee is going to work. You can PRE-DATE or POST-DATE in Paycor.

Log in and open the employee profile. One the LEFT side click Company and then Status
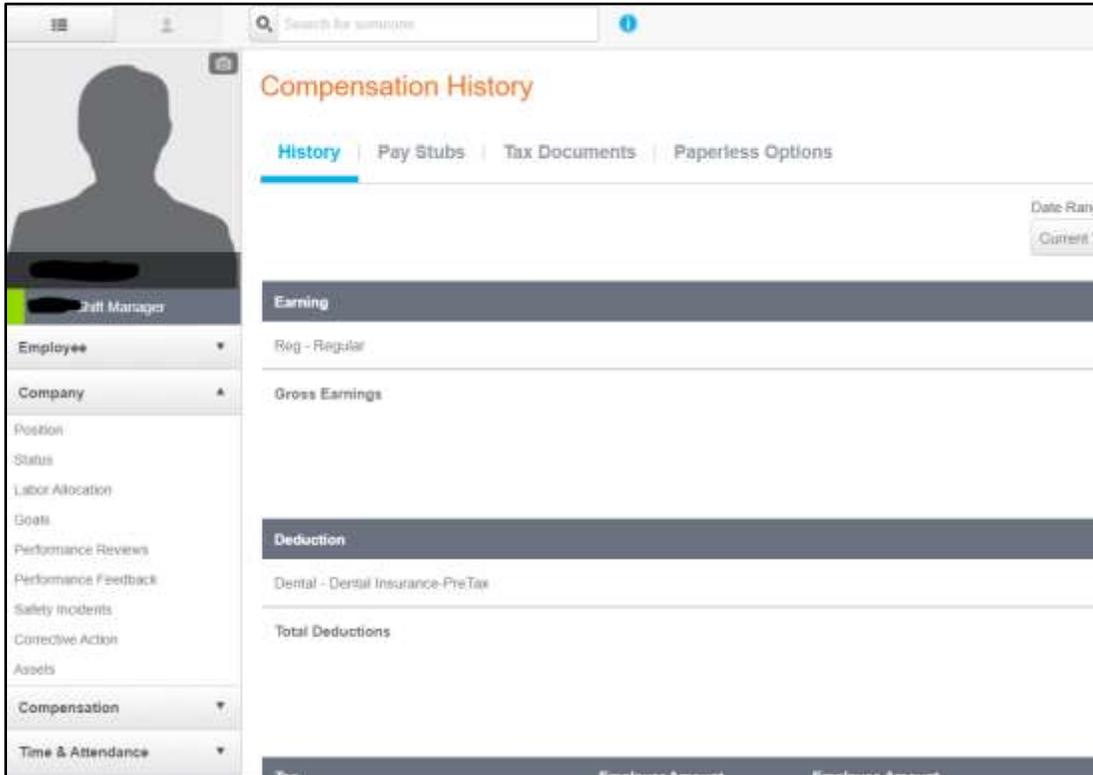
One the RIGHT Side, click terminate
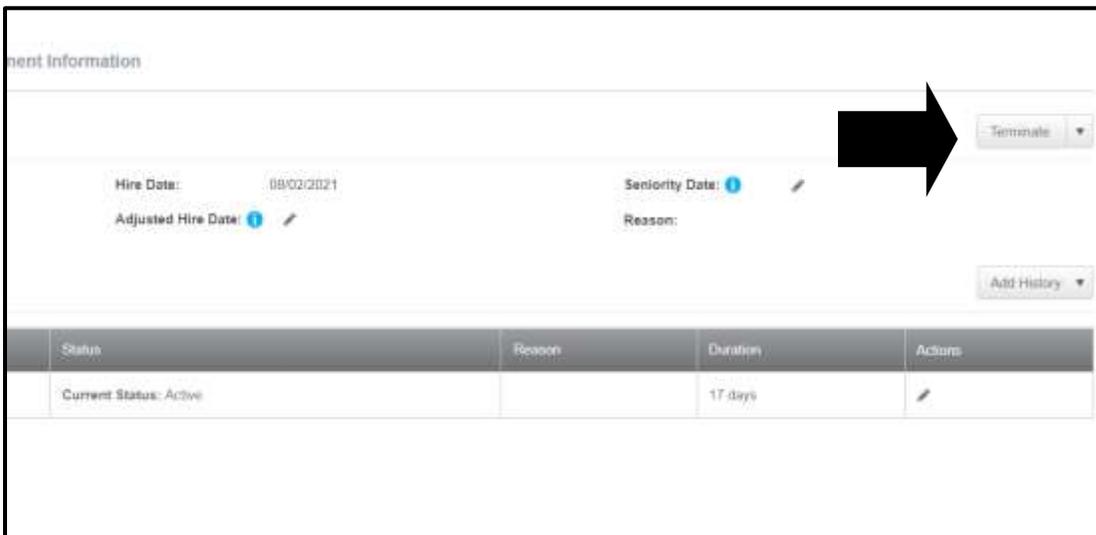
Employees Last Day - Employees planned last day or work   **Status** – Choose Terminated

Termination Reason – Choose applicable reason   **Eligible for rehire** - Choose YES or NO

What kind of Terminations is this – Choose Voluntary   **Cobra Eligible Event** – Choose NO

Stop Direct Deposit after last day? – Choose No, Keep

Notes- Type notes about the employees performance and details about work issues only

Important - ALWAYS CHOOSE NO and click Submit Termination

Terminate in RTI after last check

Terminate in Aloha after last day worked