

In Employee Master, select/highlight the employee you wish to terminate and then in the lower right corner you will see an option Change Employee Type, click on that option, under the Assign New Type tab, enter the Termination Date of the employee in the Start Date field, then click the magnifying glass in the Employee Type field, select the Terminated option, click OK. Now the employee's status is Terminated and will no longer show up in Payroll Check Entry.