**Short Work Break**

**For temporary employees, including hourly, student and volunteers, that you know will be returning, put them on a Short Work Break. Return them from Short Work Break when needed.**



[Terminating an Employee](http://ctclinkreferencecenter.ctclink.us/m/79718/l/928130-9-2-entering-terminations-and-retirements)

**For temporary employees, including hourly, student, volunteers and part-time faculty**, all you have to do is three steps:

**NOTE: try not to terminate these employee groups until after their final payroll finalizes.**

**1. Work Location tab:** Add a row (+), change the effective date (day after last day work, if known, otherwise…whenever 😊), add an Action, Reason (if you want), change job indicator if needed, save.



**2. Payroll Tab:** change Absence System to Other, if needed.



**3. Select** **Employment Data hyperlink –** [QRG Maintaining Time Reporter Data](http://ctclinkreferencecenter.ctclink.us/m/79733/l/928745-9-2-maintaining-time-reporter-data)

Select Time Reporter Data hyperlink, add a row (+), add effective date and change status from Active to Inactive, select Ok



To check and adjust leave balances, see documentation Absence-Checking-Adjusting Leave Balances for Termed Employees.

That’s it! 😊