

# Definitiv Masterclass: Processing Terminations

## Overview:

Designed to equip new and existing payroll users with the skills and knowledge required for terminating employees using Definitiv. This course is presented as a live webinar and includes Q&A.

## What do you need to know?

The course assumes confidence in Definitiv navigation and that attendees have an existing understanding of payroll principles and system configuration.

## Delivery Method

Webinar delivered via GoTo Webinar.

## Duration

2 hours

## What does this course cover:

- An overview of terminations.
  - Types of terminations.
  - Termination related components such as ordinary hours, payment in lieu of notice, payout of leave, etc.
- Ways to terminate employees and process termination related payments.
- Scenarios of entering terminations – resignation, redundancy, etc.
- Running reports with termination details.

## Course Outline

## Objectives:

- ✓ Understand the different termination components.
- ✓ Know the different ways of processing a termination.
- ✓ Be confident in processing resignation and redundancy terminations.