**Terminating PEAEMPL**

One day after pay day, employees who left the previous pay period must be terminated in PEAEMPL.

1. Using the Employee Separation Form, enter the employee’s CWID in PEAEMPL
2. Change “Employee Status” from Active to Terminated
3. In the termination box, select the reason from the drop down menu and enter the termination date.
4. SAVE

**Zeroing out Leave Balances**

After PEAEMPL is terminated, send Payroll an email listing all recently terminated employees (include CWIDs) so that she may zero out all their leave balances.