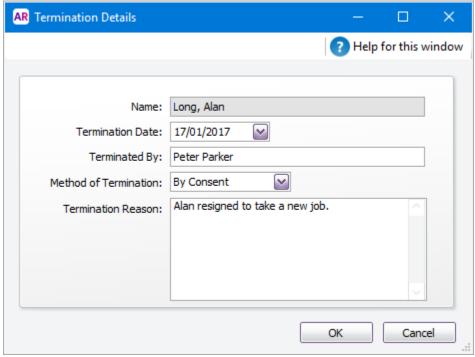# 6. Enter termination details

AccountRight Plus and Premier, Australia only

This is task 6 of 7 for processing a final pay (see previous task or an overview of all tasks).

Once you've finalised the employee's termination pay, including leave entitlements and redundancy payments, you need to enter details of their termination in their employee card.

1. Open the card for the employee who is being terminated and click **Edit.** The **Card Information** window appears.
2. Click the **Payroll Details** tab.
3. Type the date of termination in the **Termination Date** field and press tab.
4. A message appears warning you that all entitlement balances and the standard pay setup will be cleared for the employee.

5. Click **OK**. A zoom arrow appears next to the **Termination Date** field.

6. Click the zoom arrow. The **Termination Details** window appears.

Termination method	Example
By Consent	The employee has taken another job.
By Notice	The employee is being made redundant.
Sumarily	The employee is being dismissed.
Other	Any other termination method not covered by the above.

7. Complete the termination details and click **OK**.
8. Click **OK** to close the employee card.
9. You can now complete the final task: Prepare an ETP payment summary for the employee.

If the employee returns to work, you can remove the **Termination Date** to reuse the card. You'll need to check the entitlement and standard pay details again.

Learn more about reinstating an employee.

Related topics

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