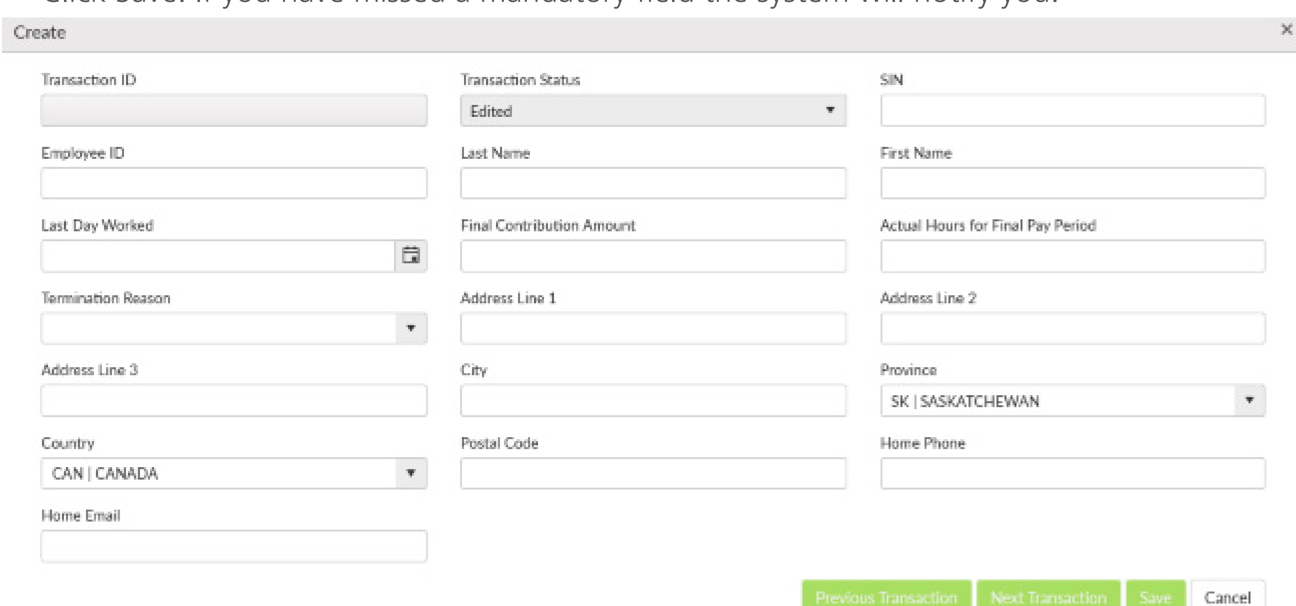
Quick Steps

Creating a Termination File:

1. From the Dashboard, click **Create New File** at the top right of the screen.
2. Select '**Termination**" from the **File Type** dropdown list
3. The new file will appear at the top of the **File List** (highlighted in green).
4. Click the **File ID** number to open the file.
5. Click **Add** to create the file transaction.
6. Enter all fields, including:
   a. one of **Employee ID** or **SIN**.
   b. Last Day Worked – enter the last day you paid the employee
   c. Final Contribution Amount – enter sum of employee and employer contributions for the final pay period
   d. Actual Hours for Final Pay Period – enter actual hours worked in final pay period
   e. Termination Reason – select the termination reason from dropdown menu
   f. Address Line 1 – enter current address for employee
   g. City – enter current City employee resides
   h. Postal Code – enter current postal code for employee

NOTE: b, c and d above must match the information you enter on the final contribution file that you remit for the terminated employee.

7. Click Save. If you have missed a mandatory field the system will notify you.


Create
Transaction ID
Transaction Status
Edited
SIN
Employee ID
Last Name
First Name
Last Day Worked
Final Contribution Amount
Actual Hours for Final Pay Period
Termination Reason
Address Line 1
Address Line 2
Address Line 3
City
Province
SK | SASKATCHEWAN
Country
CAN | CANADA
Postal Code
Home Phone
Home Email
Previous Transaction
Next Transaction
Save
Cancel

Quick Steps

8. To add more file transactions repeat steps 5 to 7, if necessary
9. Once you have added all the file transactions click on File Details on the right side of the screen.
10. Confirm all file details and then click Validate.
11. If any file transactions are invalid, edit by clicking on Transaction ID of the invalid record(s) and update the fields. When corrected, click Validate.
12. Once validated, send the completed file to MEPP by clicking Process.