

## Group Terminations <sup>[1]</sup>

Speed up transactions with Group Terminations.

HCM lets you terminate multiple employee records at once.

Step-by-step: [Entering group terminations](#) <sup>[2]</sup>

Before you submit the transaction, make sure to run these queries:

- **CUES\_HCM\_END\_APPOINT\_CONTRACT** identifies records for termination, and
- **CUES\_PAY\_GROUP\_TERMINATION** identifies records that contain future-dated rows. Please remove these records from the **Selected for Group Transaction** table before processing. If these records are included in the table, the group termination transaction will fail for all employees, and you will need to process the transaction again.

For more information on running queries, please visit [Run Reports](#) <sup>[3]</sup>.

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### Related Guides:

Quick Reference Guide: [View completed ePAR transactions](#) <sup>[4]</sup>

Step-by-step: [Approving transactions](#) <sup>[5]</sup>

#### Groups audience:

HCM Community

#### Right Sidebar:

HCM: Resources Key

HCM: Feedback

HCM: Document Library

HCM: Submit a Ticket

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**Source URL:** <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/group-terminations>

**Links**

- [1] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/group-terminations>
- [2] <https://www.cu.edu/docs/sbs-entering-group-terminations>
- [3] <https://www.cu.edu/hcm-community/run-reports>
- [4] <https://www.cu.edu/docs/qrg-view-completed-epar-transactions-and-track-their-status>
- [5] <https://www.cu.edu/docs/sbs-approving-transactions>