
PAYROLL & HR FAQ'S



With S&S Payroll
Manager
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S&S Payroll Services

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I have a relatively new employee who has worked here since Dec 5th 2023. After a 3 month evaluation, we both agreed to an extension to 5 months and he is now still in trial period. Can we terminate him by sending an email and text message on the day he will not be working? He doesn't have any PTO, only 2+ hrs of sick time accrued. Can we pay off all these with his last E-paycheck?

Please note that you do not need to pay earned sick time to an employee when you terminate the employee. You only have to pay available PTO if the employee is accruing the PTO. This employee is not yet accruing PTO. He is only accruing the earned sick time, so you do not need to pay the available sick time.

Also, when you fire someone, you need to give the manual check to the terminated employee at that time.