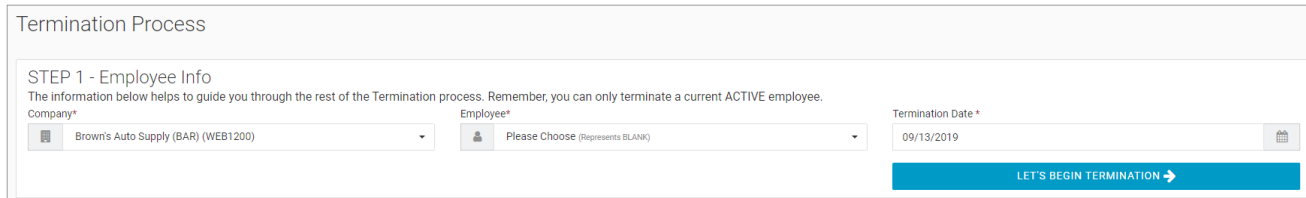
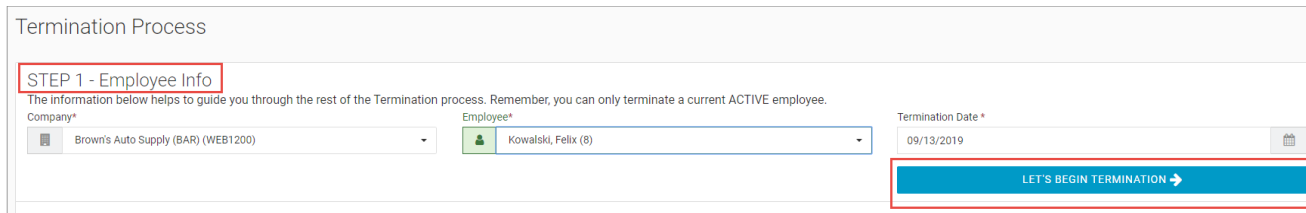


To terminate an employee:

1. Navigate to the **Terminate Employee** wizard using one of these methods:
 - Go to **HR Admin – Employee Actions – Terminate Employee**
 - Use the **Quick Links – Terminate Employee** option at the top of the screen.
 - Go to **HR Admin – Employee Maintenance – Employment Detail** and click the **Go to Termination** button.
2. The system displays the **Terminate Employee** wizard.

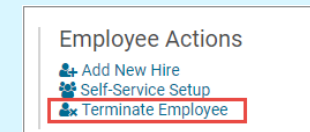


3. In the **Step 1 – Employee Info** section of the screen, select the **Company** if not already selected and select the **Employee** you want to terminate.
4. Select or enter the **Termination Date**. The Termination Date is the date that the termination of this employee takes effect. This can be a current date or a past date. It will default to the current date, but you can change it.
5. Click the **Let's begin Termination** button.

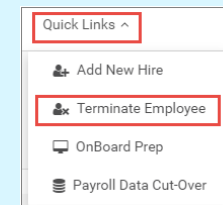


6. The system refreshes the screen and displays the **Step 2 – Fill out Termination information** section. See the screenshot on the next page.

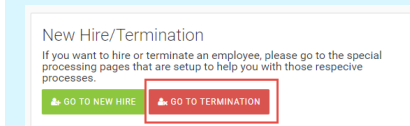
From:



Or:



Or:



Users with the proper security access can use the **Terminate Employee** wizard to terminate the employee.

In addition to **Super Admins** and **SB Admins**, **Base Admin** users also have the permissions to terminate an employee. You can only terminate an employee that has a **Status of Active**.

Termination Process

STEP 1 - Employee Info
The information below helps to guide you through the rest of the Termination process. Remember, you can only terminate a current ACTIVE employee.

Company* Employee* Termination Date*

STEP 2 - Fill out Termination information
Choose an appropriate status and optionally provide a reason and comment. Don't worry, we'll tell you if you forget anything important.

Employment

Status* Termination Reason Eligible for Rehire

Comment
make a custom note about termination here...

- In the **Step 2** section, select the **Status**, such as **Terminated**.
- Select the **Termination Reason**.
Note that the system may display default values for the **Status** and **Termination Reason** fields, if set to do so by the Administrator.
- Use the **Eligible for Rehire** Yes/No toggle switches to indicate if this employee would be eligible to be rehired by the company in the future.
- You can enter any applicable comments related to the termination in the **Comment** section of the screen.
- Once all information is complete, click the **Submit Termination** button at the bottom of the screen.
- The system displays a "Termination process successfully completed" message.

Note: After Terminating the employee, remember to adjust their User Security Role accordingly:

Go to **HR Admin - Company - User List**. Click on the user. If, for example, they were a Base Manager, that level should be removed so they only have access as a Base User. If you choose, you can also delete or make them inactive as a user.

Note: **Termination Reason** codes are set up by the Administrator on the **HR Admin – Company Setup – Termination Reason** screen.