Employee Termination Instructions
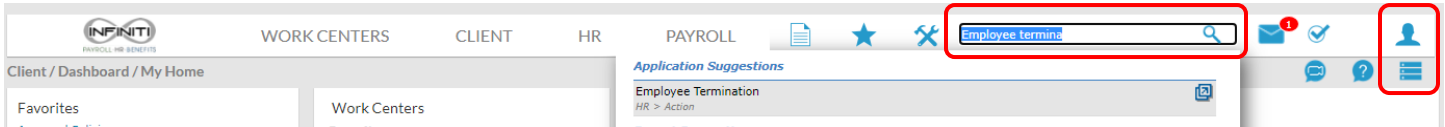
1. Search **Employee Termination** in the search bar.
   i. **add to My Favorites by selecting the three blue bars in corner**

2. Select the underlined word **EMPLOYEE**, or start typing the employees name in the search bar.

3. Select the drop down of **Termination Status** to **TERMINATED**. The **reason code**, select the best option, and enter the **Termination Date**. If you do not want to rehire the employee, choose **No** next to **Okay to rehire**. Please provide a **Termination Explanation**. This is very helpful when and if an employee files for unemployment. We may still have to contact you if more details are requested. Click **Save**. The terminated employee will still populate on the current timesheet, however, will not populate on the subsequent timesheets.

HR / Action / Employee Termination   Client: (1111) DEMO COMPANY

Employee Termination

Employee	Y72434 🔍	BONJOVI JON	
Current Job Code is	131	PERMEE	
Current Employment Status	ACT		
Current Employment Type	PT		

Termination Status Code   -- Select --
Reason Code   -- Select --
Termination Date
Okay to Rehire   Not Specified
If ACH, Turn Off ACH? ☐
Last Day Worked
Provider Notified On
Reassign Pending Approvals? ☐

Termination Explanation

Unpaid PTO Payout

PTO Register Type	Register Description	Available Hours	Add hours to curre payroll?
SI	FT Sick Leave	24.00	No
VAC	VAC	143.10	No

COBRA Qualifying Event   -No Items-
COBRA Qualifying Event Date

Save   **Cancel**   **Close**