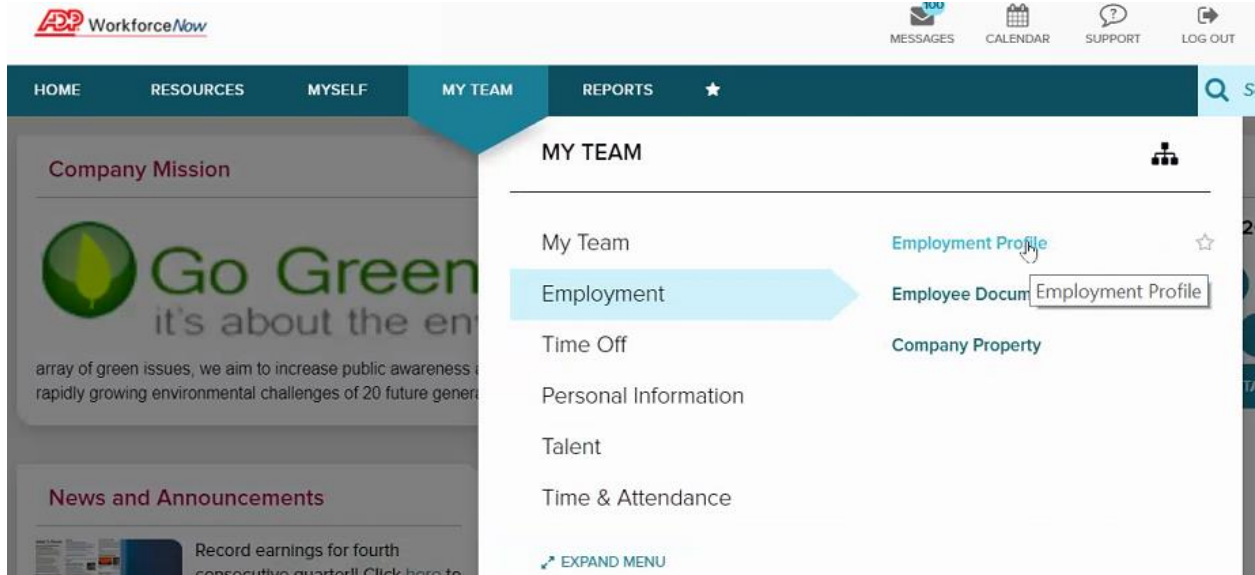
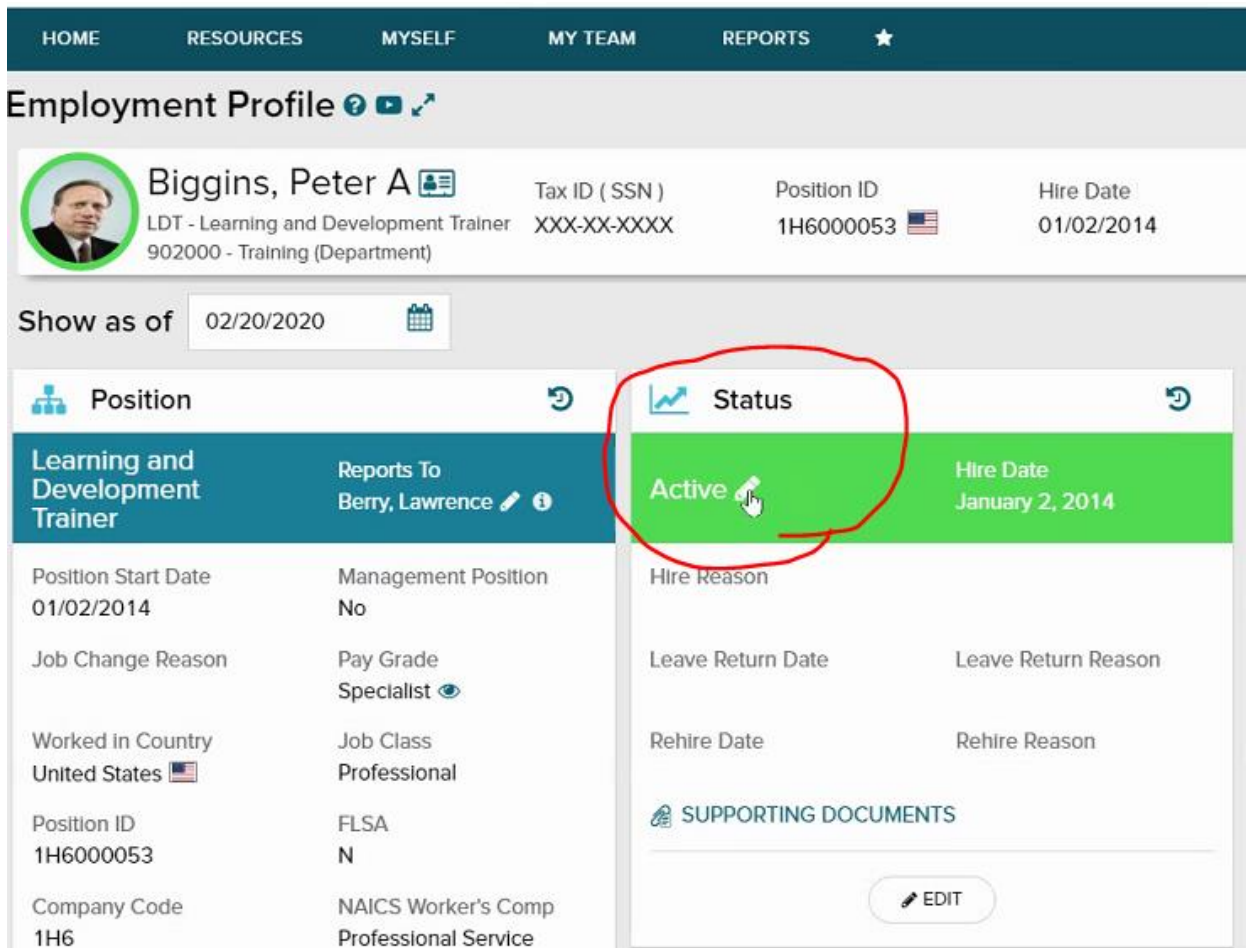


Select My Team>Employment>Employment Profile



Find the employee you need to terminate

Click on the pencil icon in the Status tile beside the word Active



**On the next screen select the word Terminated from the drop-down box then select Start Termination at the bottom of the screen**

BACK Change Status

Current Status  
Active

Select a New Status \*

Terminated

CANCEL START TERMINATION

**On the next screen key in the termination date and the last day worked, select the reason, mark voluntary or involuntary and then type the reason or any additional information. You can upload supporting documents if available. Select Looks Good at bottom**

When & Why

We need to know a few details.

\* When is Peter A's termination date? ⓘ  
02/05/2020

When is the last day of work? 02/05/2020

\* Why is Peter A leaving the company?  
K - Mutual Agreement

Is the termination voluntary or involuntary?  
Voluntary Involuntary

You can add notes here (if needed)  
start typing...

Peter A is eligible for rehire

Add supporting files  
(emails, documents, links)

ATTACHED

Recommended  
• State Separation Notice

CANCEL LOOKS GOOD →

On the next screen select the button beside Selected practitioners and select Patricia Conley then click Looks Good at bottom

**You're almost done!**

Before you review the information you've entered, tell us which practitioners should complete the termination. We'll notify them for you. [?](#)

All practitioners

Selected practitioners

Click below to search for, or choose one or more practitioners:

Selected practitioners ▼

You can **add comments** here (if needed)

*start typing...*

Review the final screen. If anything needs changed click the pencil beside Edit in the right corner. Once reviewed hit the Request Termination at the bottom

Review the details and make changes, if needed.


**When & Why** Edit [?](#)

**Basic Information**

- Termination Date - Feb 5, 2020
- Last Day Worked - Feb 5, 2020
- Reason - K - Mutual Agreement
- Eligible for Rehire - Yes
- Voluntary/Involuntary - Voluntary
- Severance Pay - No
- Attached Documents - None

**Notification**

- Send notification to All Practitioners

 After you request the termination, selected practitioners will be asked to complete it.

On the next screen click Back to Employment Profile to return to the employees screen