Termination

> *Note:*
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> - *Before terminating an employee, check their Related Actions under Job Change to see if there is an option to End Additional Job or Switch Primary Job. If you see these options, refer to the End Additional Job or Switch Primary Job trainings. You may only terminate an employee if they hold a secondary job under you.*
> - *If you attempt to terminate the employee and you receive a notice saying you cannot terminate them because they have another job, see the Switch Primary Job training and then continue to the End Additional Job training.*
> - *For accurate tracking of data, please select the appropriate reason for ending the position.*

1. Search the **Employee** you wish to terminate
2. Select **Actions** button under their title and hover over **Job Change**
3. Select the option **Terminate Employee**
4. Use the drop menu in the **Reason** box and select whether the termination is **Voluntary** or **Involuntary.** *[Select voluntary, unless reason permits]*
5. Enter the **Termination Date** and confirm the Last Day and Pay Through Date are correct
6. Click **Submit**