

## Termination

**Note:**

- 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**