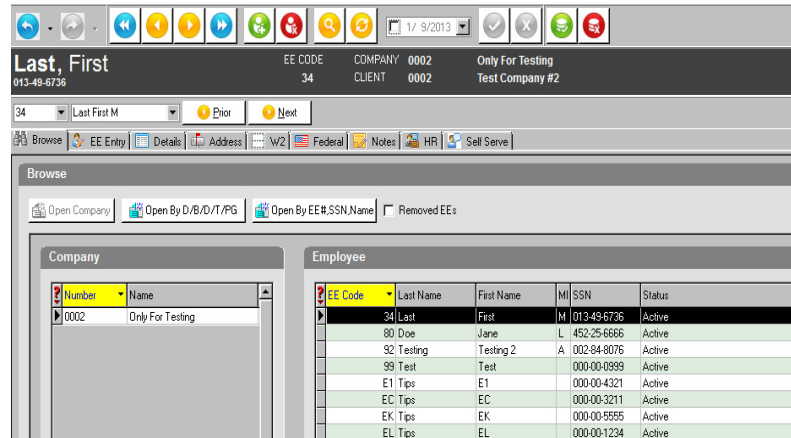


Terminating an Employee

To terminate an employee, go to **Employee-Employee**.

1. While on the **Browse** tab, select the employee you want to terminate.





2. Either double click on their name or go to the **EE Entry** tab at the top.
3. Once you are on the **EE Entry** tab, look in the Hire Status column and find the field **Current Status Code**. This should currently be **ACTIVE**.

Hire Status

Current Hire Date * 5/29/2005 Original Hire Date

Current Term Date 12/31/2012 Eligible for Rehire * Yes

Current Status Code * Terminated

4. In the drop down box select the new status for that employee.
5. Above the **Current Status Code** field is the **Current Termination Date**. Fill in the applicable leave date for this employee.
6. Once you have entered all the necessary data, click the Green Check mark  to save or F10 and the Green stack of coins to commit.  These are located in the top right hand corner of your screen.