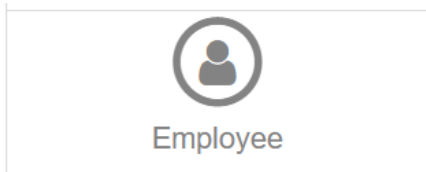
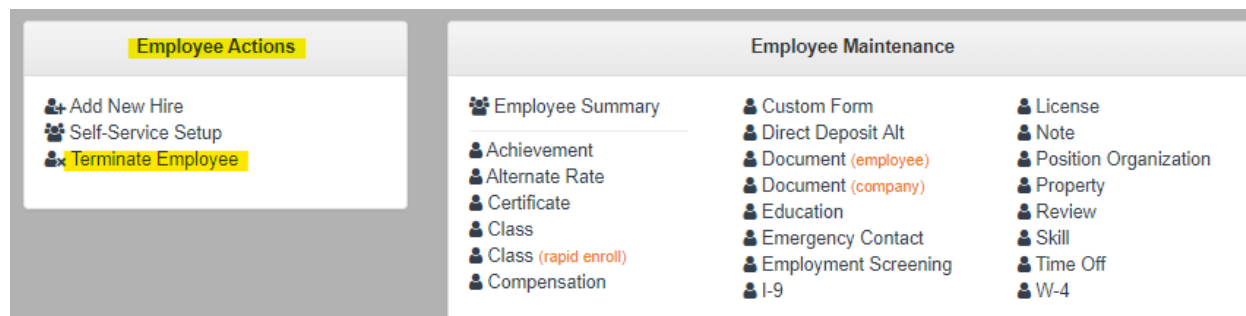


Separation of Employment/Employee Termination

From the HR Dashboard, click on Employee



Click on Terminate Employee



Termination Process 

Terminate Employee

STEP 1 - Employee Info

The information below helps to guide you through the rest of the Termination process. Remember, you can only terminate a current ACTIVE employee.

Company

Ginger's Pet Care (GMPC)

Employee

Please Choose (represents SLARK)

Termination Date

03/29/2022

Let's begin Termination →

Select the Employee from the dropdown list or type the first or last name to locate the correct employee

Employee



Please Choose (represents BLANK) 

Please Choose (represents BLANK)

Doe, Jane (222)

Lynn, Kelli (220)

Matthews, Chris (221)

Moore, Lorene (1)

Select the termination date

Termination Date

03/29/2022 

Click on Let’s begin Termination

Termination Process 

Terminate Employee

STEP 1 - Employee Info

The information below helps to guide you through the rest of the Termination process. Remember, you can only terminate a current ACTIVE employee.

Company

 Ginger's Pet Care (GMPC)

Employee

 Doe, Jane (222) 

Termination Date

03/29/2022 

Let's begin Termination 

Select the Status for the Termination

STEP 2 - Fill out Termination information

Choose an appropriate status and optionally provide a reason and comment. Don't worry, we'll tell you if y

Employment

Status +

Please Choose (represents BLANK) 

Please Choose (represents BLANK)

D - Deceased

R - Retired

T - Terminated

Select the Termination Reason

Termination Reason +

Please Choose (represents BLANK) 

Please Choose (represents BLANK)

LAYOFF - Layoff

New - New job

PERS - Personal

NCNS - Quit - no call no show

Resign - Resigned

Cause - Termination for Cause

Select Eligible for Rehire Yes/NO

Eligible for Rehire

No

Yes

Complete any notes/comments needed

Comment

make a custom note about termination here...

Click on Submit Termination

STEP 2 - Fill out Termination information
Choose an appropriate status and optionally provide a reason and comment. Don't worry, we'll tell you if you forget anything important.

Employment

Status +

T - Terminated

✓

Termination Reason +

New - New Job

Eligible for Rehire

No

Yes

Comment

Gave 2 weeks notice in writing.

Submit Termination 

I did something wrong... Let me start over 

The termination process is complete