



There are two options for navigation:

- Employee Management>Employee Maintenance>General
- Type "general" into Search the menu and look for the link listed above

EMPLOYEE MANAGEMENT

- Employee Summary
- New Hire Wizard
- Quick Hire
- Quick Hire - Time Only
- Copy Employee
- Employee Maintenance <
- General

general | Client Summary | <

Employee Management >> Employee Maintenance >> General

You'll now be viewing the employee list. Select the employee that you will be terminating

Employee List

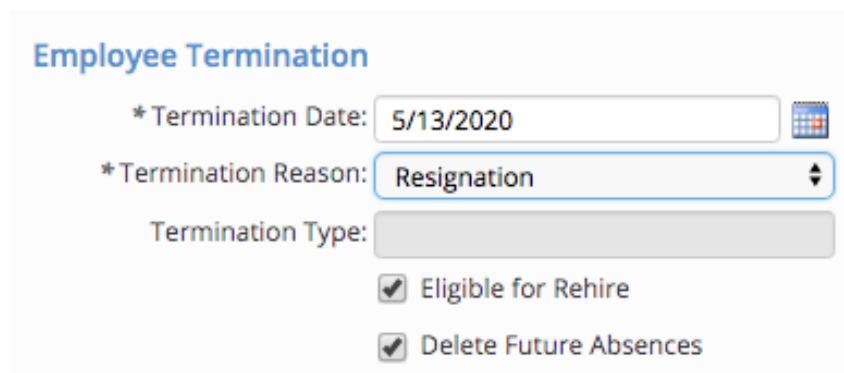
Company	Pay Group	Employee #	First Name	Preferred Name	Middle Name	Last Name	SSN	Status
Joanna Unicorns and Dreams Inc.	HOURLY EE	1233	Hazel		D	Arnold	111-22-3361	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1234	Riley			Baldino	111-22-3362	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1224	Issac		A	Castillo	111-22-3356	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1231	Henry		P	Clawson	111-22-3367	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1218	Grayson		H	Cvetkovic	111-22-3350	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1216	Carla		A	Garcia	111-22-3348	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1232	Felix			Gray	012-34-5678	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1202	Liam		C	Jones	111-22-3334	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1228	Audrey			Keddington	111-22-3360	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1225	Brooklyn		M	Kicks	111-22-3357	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1212	Luke		Y	King	111-22-3344	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1210	Ella			Lewis	111-22-3342	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1206	Harper			Lewis	111-22-3338	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1223	Anthony			Lopez	111-22-3355	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1209	Abigail		A	Martinez	111-22-3341	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1222	Muhammad			May	111-22-3354	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1207	Aria			Miller	111-22-3339	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1213	Ethan			Money	111-22-3345	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1227	Camila		C	Morrow	111-22-3359	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1237	Diana			Prince	123-45-6789	A

You're now viewing the employee's "General" screen.
Click "Terminate" in the blue menu at the top of the screen



The next screen has many options. Starting on the left you'll see:

- Termination Date: The termination date will default to the current date, but can be changed. The employee will not see the termination in Employee Self Service until the date it is effective.
- Termination Reason: The available options come from the termination reasons table located on the client level. The client level tables can be updated at any time. To add to the termination reasons table, navigate to Client Management > Tables > Termination Reasons.
- Eligible for Rehire: When this box is checked, the employee can be rehired without notice. If the box is not checked and the employee is rehired, a warning will display. The warning can be ignored.
- Delete Future Absences: When this box is checked, it will delete any future absences that have been requested or approved by the employee being terminated. This is only used if the client is using the Employee Absences in iSolved.



Employee Termination

* Termination Date: 5/13/2020

* Termination Reason: Resignation

Termination Type:

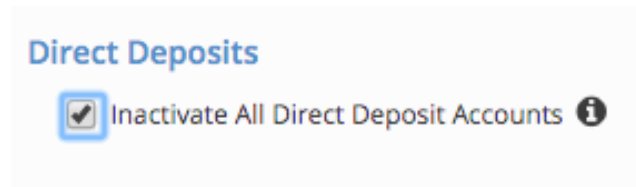
Eligible for Rehire

Delete Future Absences



Direct Deposits

- Inactivate All Direct Deposit Accounts: Checking this box will inactivate all direct deposit accounts. If the employee is rehired, the direct deposit will remain inactive unless updated on the employee's direct deposit screen or through Reboarding

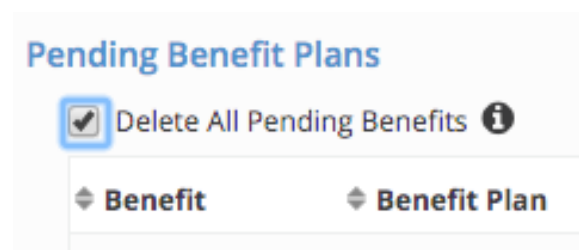


Active Benefit Plans

- All benefit plans that the employee is enrolled in will be listed. The stop date will be calculated based on the benefit plan rules (i.e., end of month). However the date field is editable so you may update the stop date if necessary. If the employee is rehired, the stop date will still be listed unless updated on the employee benefit plan screen.
- If the plan is COBRA eligible, there will be a yes listed under the COBRA eligible column

Delete Pending Benefits

- Select either the "Delete Pending Benefits" option, or use the table to enter a Stop Date, select the Delete Plan option, and include a Benefit End Reason, if applicable
- When the "Delete Pending Benefits" box is checked at the top of the screen, any benefits elected during Open Enrollment, but not yet active will be deleted from the employee's record.
- The table can be useful when there are carrier feeds, and also for historical purposes. The employee's benefit elections before they were terminated will be preserved



Termination Report

- This report lists information on the employee, including scheduled garnishments, direct deposits, leave accruals as well as company assets.
- This report can be used to determine any paid out accruals earned, notify a garnishment agency of the termination, stop any scheduled earnings, or a tool to collect back any company assets assigned.
- Simply click the "Report" button and the report will be generated and opened in a new tab.



Save Termination

Click "Save" in the blue menu bar. Once the information is saved, the system will navigate back to the General screen. You will see that the Employment Information has been updated.

