


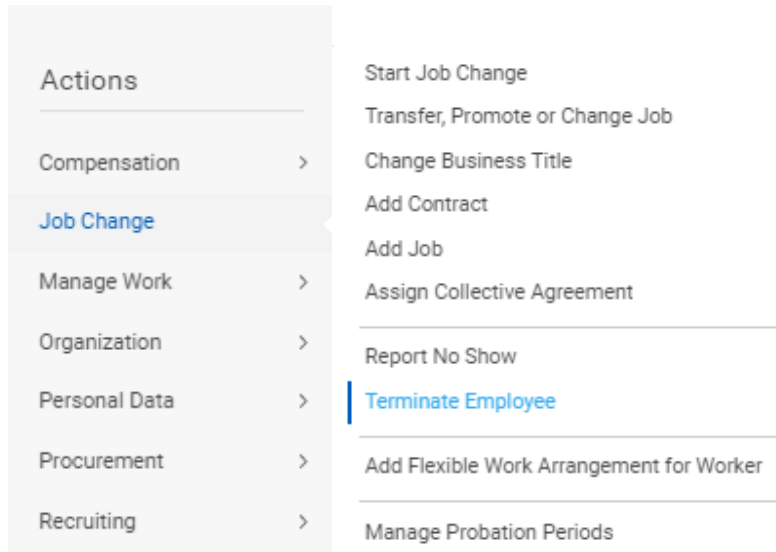
Initiating a Termination

The process will be initiated by Managers and go through proper approvals before an employee is terminated for any reason (voluntary or involuntary).

Initiating a Termination

You can only initiate a termination for an employee on your team. To view your team, go to your **Worker Profile** and select **Team** .

1. Navigate to the **Employee's Worker Profile**. You can do this from viewing your **Team** or searching and selecting the **Employee's Name**.
2. Select Actions.
3. Job Change > Terminate Employee.




4. Use the **Edit**  button to fill in the corresponding information.

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Reason

Primary Reason * 

Voluntary > Other Employment

Secondary Reasons

Details

Termination Date * 

03/20/2023

Last Day of Work *

03/20/2023

Pay Through Date *

03/20/2023

Resignation Date

03/06/2023

Typically, The Termination Date, Last Day of Work, and Pay Through Date will all be the same day. This is because employees cannot use PTO at the end of their employment. The employee will be paid out for all unused PTO at time of termination.

5. Select **Submit**. This task will now go to HR for review and approval.