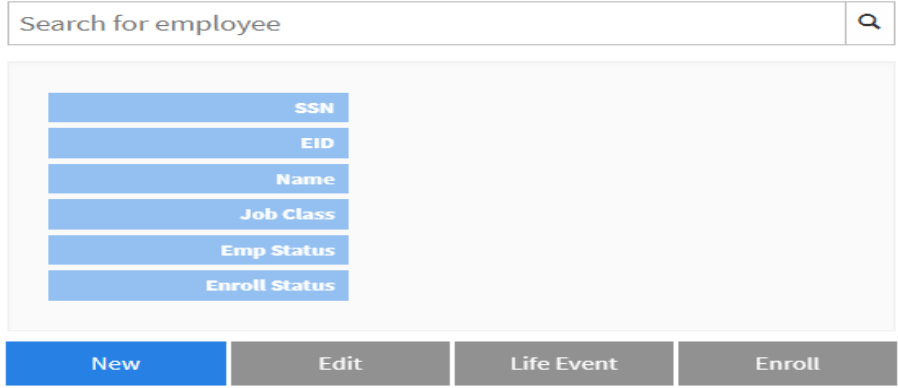
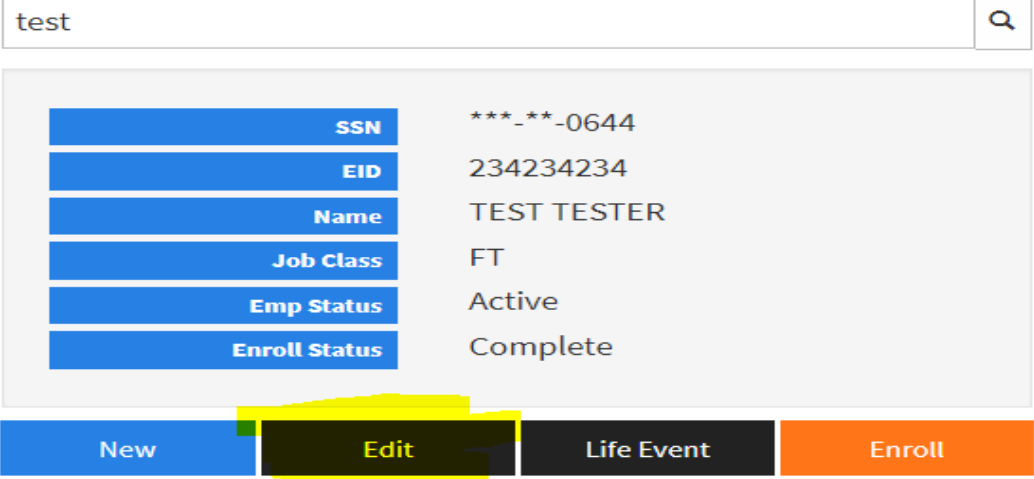






➤ *How to terminate an Employee (leaving employment)*

Step	Action
1	<p>Search for an employee from the home screen by clicking in the search box on the left of the screen.</p> 
2	<p>When you see the employee you want to terminate, click on it</p>
3	<p>Click on Edit Employee</p> 
4	<p>From the Employment tab (default tab), click on the Termination Date field and enter the termination date.</p>

	<p>Date of Hire: <input type="text" value="04/01/2017"/> </p> <p>Eligibility Date: <input type="text" value="04/01/2017"/> </p> <p>Termination Date: <input type="text" value="__/__/__"/> </p> <p>Current Status: <input type="text" value="Active"/> </p>
5	Click in the "Current Status" field – Select from the drop-down menu the termination status
6	Click SAVE at the bottom of the page
NOTE	This will terminate all the employee's coverages that were elected.