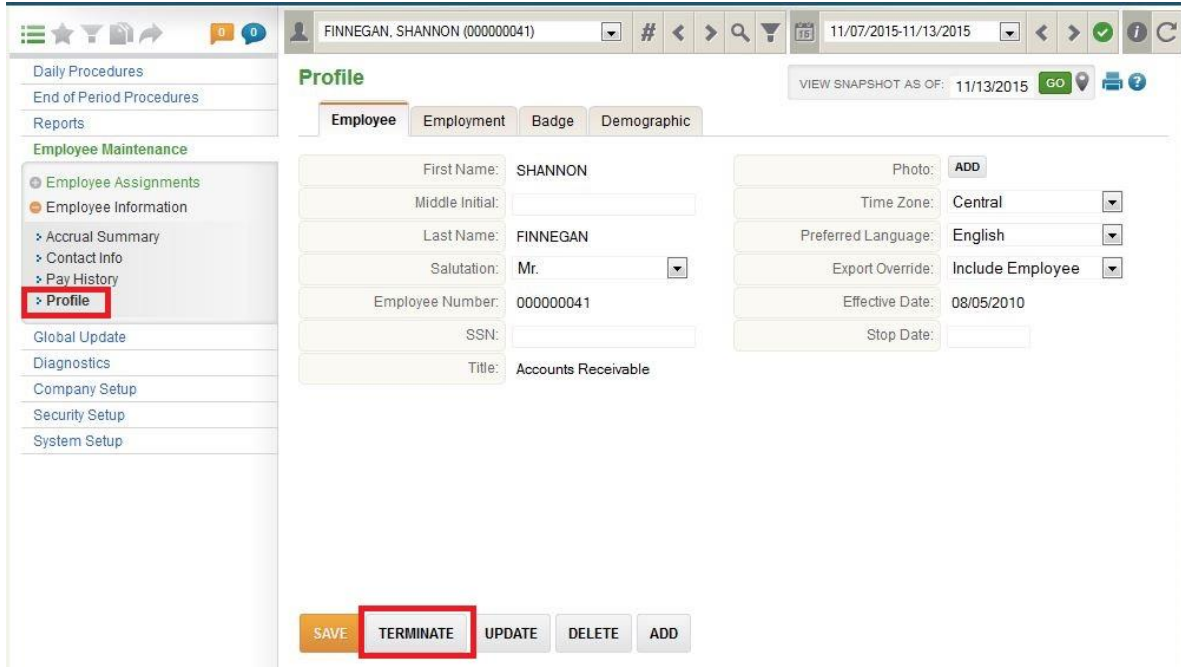


How to Terminate an Employee

The Employee Termination Wizard will guide you through terminating an employee. The employee will still be accessible to be rehired, as appropriate.



The screenshot shows the Insperity web interface for an employee profile. The top navigation bar includes a search bar with the employee name 'FINNEGAN, SHANNON (000000041)' and a date range '11/07/2015-11/13/2015'. The left sidebar contains a navigation menu with 'Employee Maintenance' expanded, and 'Profile' highlighted with a red box. The main content area displays the 'Profile' tab for the employee, with fields for First Name (SHANNON), Last Name (FINNEGAN), Salutation (Mr.), Employee Number (000000041), SSN, and Title (Accounts Receivable). The 'TERMINATE' button is highlighted with a red box at the bottom of the page.

- Click on **Employee Maintenance** in your navigation panel.
- Click on **Profile** under **Employee Information** on the left side.
- Click on the **Terminate** button on the bottom right. This will display the Terminate the Employee Wizard screen.

Detail View x

Terminate Employee 🖨️ ?

Terminate

1	Last Pay Period:	11/07/2015 - 11/13/2015 ▼
2	Termination Date:	11/13/2015
3	Termination Code:	N/A ▼
4	Active Code:	Terminated ▼
5	Deactivate User Account:	No ▼
6	Export Override:	Include Employee ▼



1. **Last Pay Period:** by default, the dates of the current pay period are selected. *Click* the **down arrow** to select the last pay period the employee was active in.
 - a. By selecting a past pay period, the name of the employee will no longer be shown in the list of employees.
 - b. By selecting a future pay period, the name of the employee will remain in the list of employees until the selected pay period is closed.
2. **Termination Date:** by default, the last day of the pay period selected in step 1 is selected. *Click* on the **field** to enter the employee's last date of employment.
3. **Termination Code:** N/A is the default and can be left as an option. *Click* the **down arrow** to *select* one of the **reasons** listed. This is not a required field.
4. **Active Code:** Terminated is the default. *Click* the **down arrow** to *select* a different **active status** from the list.
5. **Deactive User Account:** *Click* this **box** to prevent the employee from doing anything in the system immediately.
6. **Export Override:** by default, Include Employee is selected. If the employee is not owed any more money (they have been paid their last check) and they do not need to be in export file going to payroll, *click* the **down arrow** and *select* **Exclude Employee**.
7. *Click* **Terminate** button on the bottom right.