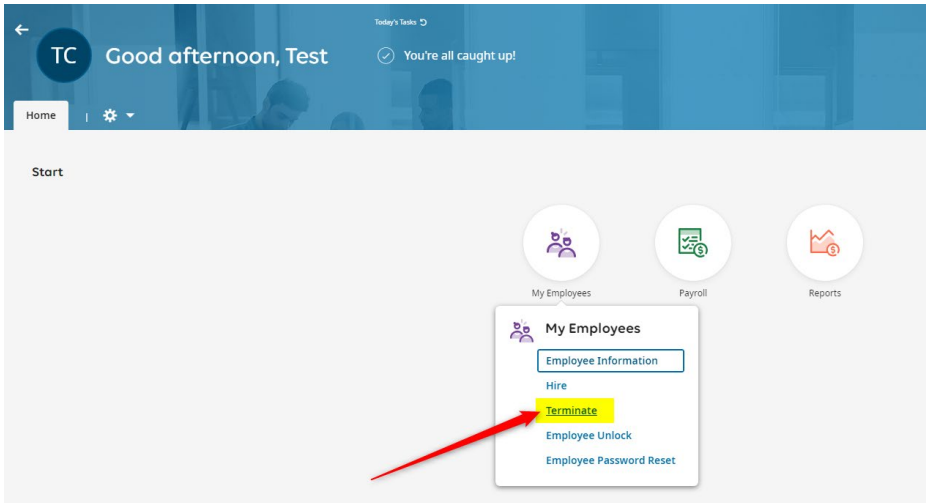
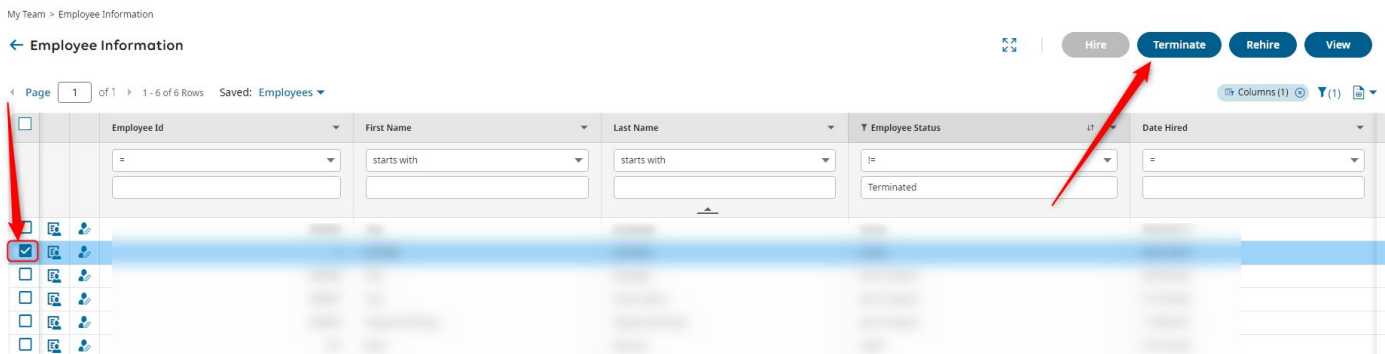


How To: Terminate an Employee

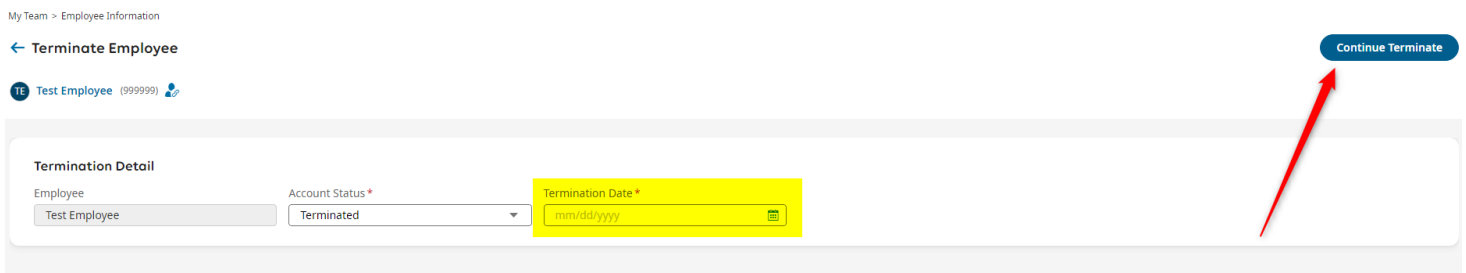
- 1- To terminate an employee, hover over the “My Employees” widget on your home screen and select “Terminate”:



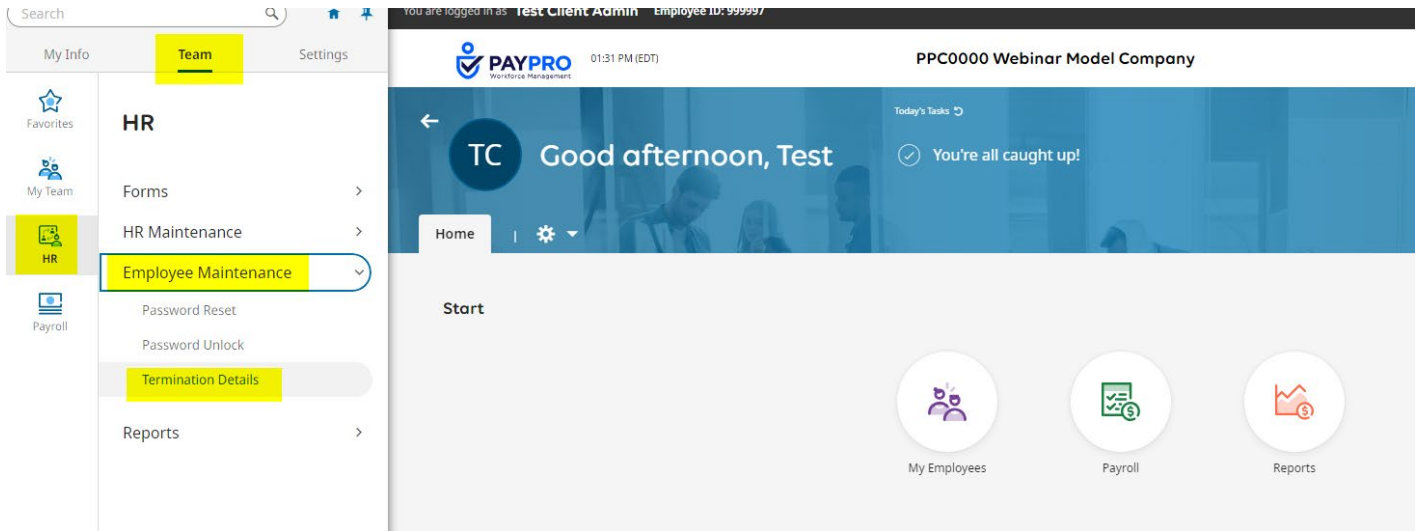
- 2- Select the check box next to the employee and click “Terminate.”



- 3- Enter Termination date and click “Continue Terminate.”



4- There is a 'Termination Details' report which can be used to look up and/or edit the termination details for an employee. Click the pencil icon to edit the termination details if needed:



The screenshot shows the PAYPRO dashboard for 'PPC0000 Webinar Model Company'. The user is logged in as 'Test Client Admin' (Employee ID: 999997). The navigation menu on the left includes 'My Info', 'Team', and 'Settings'. Under 'Team', the 'HR' section is expanded, showing options like 'Forms', 'HR Maintenance', 'Employee Maintenance', 'Password Reset', 'Password Unlock', 'Termination Details', and 'Reports'. The 'Termination Details' option is highlighted. The main content area displays a greeting 'Good afternoon, Test' and three dashboard cards: 'My Employees', 'Payroll', and 'Reports'.

← Termination Details ADD NEW

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	Employee Id	First Name	Last Name	Employee Status	Termination Date	Reason	Rehireable	Basic Comp at Termination
	starts with	starts with	starts with	Is			All	
				Terminated	09/20/2019	Personal	Yes	\$20.00 / Hour