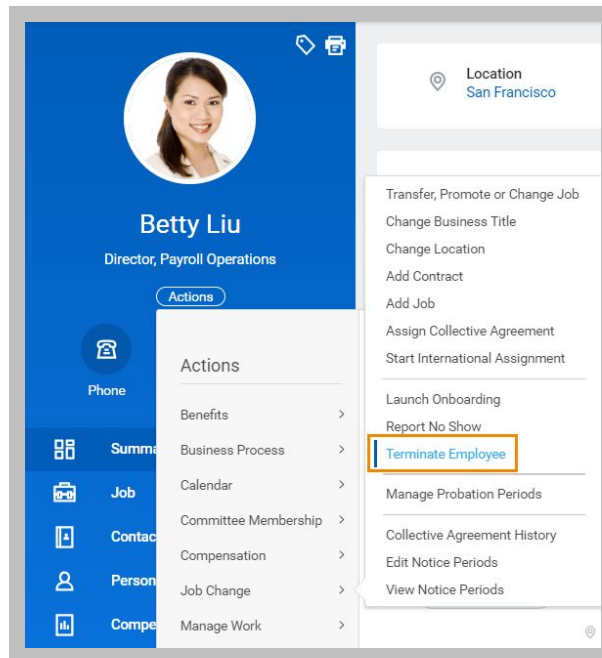


TERMINATE AN EMPLOYEE

As a manager, you may have to terminate an employee after they have been asked to leave or have resigned.

From an employee's profile:

1. Select the **Actions** [Actions](#) button.
2. Select **Job Change** > **Terminate Employee** to display the Terminate Employee page.



3. Complete the required termination information. Here, you will enter a termination date and reason. The employee is still considered active until midnight on the termination date.
4. Indicate whether the position will be closed or available for overlap after this termination. Position overlap allows a replacement worker to be hired into the same position before the current worker leaves.
5. Click **Submit**.