

CENTRALLY HR (CHR) NEW HIRE PROCESS

Terminating an employee

1. Look up employee name and click on employee information icon.

Employee Information

| Employee | Badge | Username | First Name | Last Name | Employee EIN | In Payroll | Locked | Worked 6... | WC Job TL | Emplo... |
|-------------|-------|------------|-------------|-------------|------------------------------|------------|--------|-------------|-----------|------------|
| starts with | | | starts with | starts with | starts with | All | All | | | Terminated |
| 3045 | | MJones3045 | Mary | Jones | Saint Ann / Kearns Saint Ann | Yes | No | | | Active |

Employee Profile

Mary Jones
Employee ID: 3045 | Hired Date: 01 Aug, 2020 (9 Days)

Main | Payroll | HR | Schedules | ACA | Edit Tabs

2. Click on Dates.

Mary Jones (Saint Ann / Kearns Saint Ann) (3045)

Rate Tables

Rate Table 1

Rate 1: Rate Table 1

Personal

Manage Personal Rate Table

Dates

| Employee | Age | 40 | Employment Length | 9 Days | Years Of Service | 9 Days |
|----------------|------------|----|-------------------|------------|------------------|------------|
| Hired * | 08/01/2020 | | Started * | 08/01/2020 | Review | mm/dd/yyyy |
| Birthdate | 01/01/1980 | | Seniority | mm/dd/yyyy | Re-Hired | mm/dd/yyyy |
| Benefits | mm/dd/yyyy | | Deceased | mm/dd/yyyy | Retired | mm/dd/yyyy |
| Frozen Benefit | mm/dd/yyyy | | Terminated | -- | | |

TERMINATE

3. Click Terminate button.

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← Terminate Employee

CONTINUE TERMINATE

2. Enter Termination Date.

MJ Mary Jones (Saint Ann / Kearns Saint Ann) (3045)

JUMP TO

- Termination Detail
- End Dates
- Manager(s) at Termination
- Exit Interview

Termination Detail

Employee: Mary Jones Account Status: Terminated Termination Date: 08/02/2020

Reason: Other Notice Given

Notes: Test Data Employee

3. Choose Reason and make notes (optional)

4. Enter end dates for Benefit Coverage, if applicable.

← Terminate Emp

CONTINUE TERMINATE

MJ Mary Jones (Saint Ann / Kearns Saint Ann) (3045)

JUMP TO

- Termination Detail
- End Dates
- Manager(s) at Termination
- Exit Interview

End Dates

Benefit Coverage End Date: 08/02/2020 End Of Month Date: 08/31/2020

Manager(s) at Termination

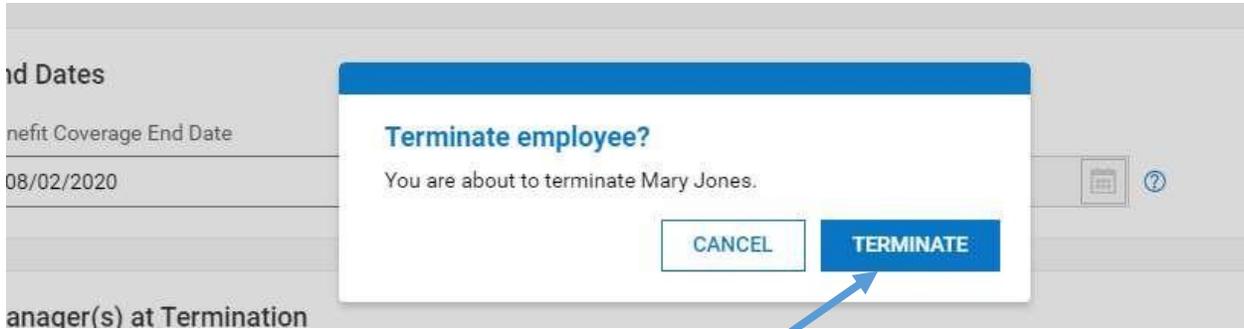
Manager 1: Susan M. Nakaba HR Contact: Anna Marie Pezely

Exit Interview

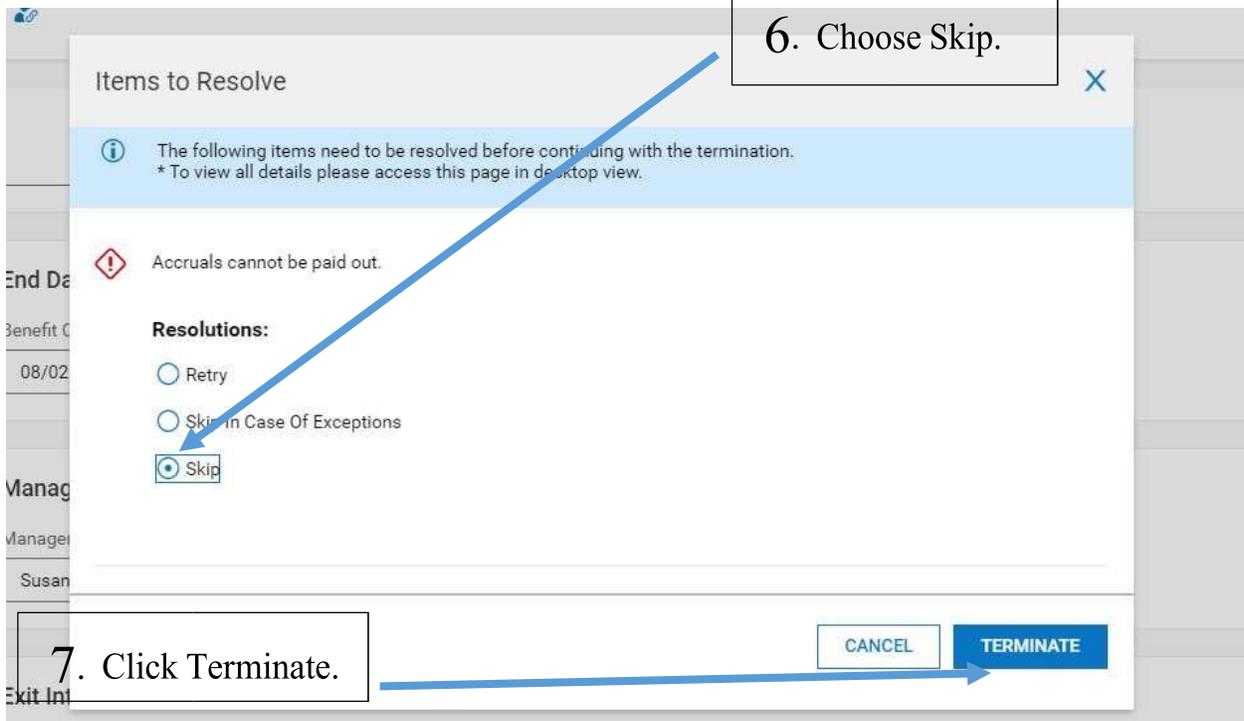
Date: mm/dd/yyyy Interviewer Type: Internal Interviewer: Choose Employee...

Notes:

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5. Click Terminate.



6. Choose Skip.

7. Click Terminate.

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