

## Terminate Employee

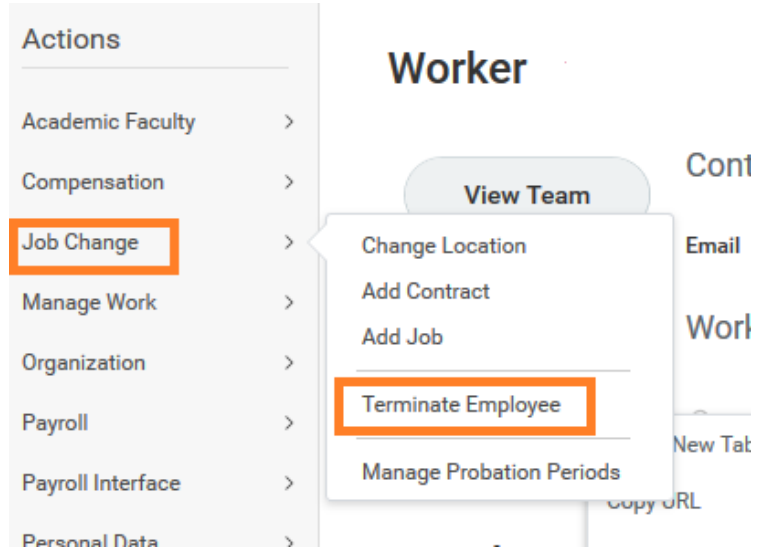
In the search box, type in the employee's name

The screenshot shows a user interface with a search box at the top left, highlighted with an orange border. Below the search box is a blue header bar with the text "Welcome, Bucky Bronco". Underneath the header is a section titled "Applications" with a puzzle piece icon and "10 items". Below this are eight icons representing different HR functions: Personal Information, Pay, Benefits, Absence, Onboarding, Talent and Performance, Recruiting, and Recruiting Dashboard.

Below the employee's name, click on the Actions button

The screenshot shows a blue menu with an "Actions" button at the top, highlighted with an orange border. Below the "Actions" button are two circular icons: "Email" (envelope icon) and "Team" (hierarchy icon). Below these are two more options: "Summary" (grid icon) and "Job" (briefcase icon).

From the Actions button, select:  
Job Change → Terminate Employee



Primary Reason\*: Involuntary or Voluntary

**Primary Reason \***

× Voluntary > Personal Reasons

**Secondary Reasons**

Termination Date\*: select date

**Termination Date \***

07 / 31 / 2019

**Last Day of Work \***

07 / 31 / 2019

**Pay Through Date \***

07 / 31 / 2019

**Resignation Date**

MM / DD / YYYY