**Terminating an Employee**

Terminating an employee, whether a voluntary or involuntary termination, follows the same procedure.

1. On the **Employee Management** menu, select **Employee Maintenance** and then select **General**.



1. Scroll to find the employee you are terminating and double-click on their name.



1. Click the **Terminate** button.





1. Enter a Termination date and select the Status and a reason. The reason will automatically populate the Termination Type information box.



1. Check the appropriate boxes if this employee will be eligible for rehire and whether any future absences should be deleted
2. You can also choose to inactivate direct deposit accounts and stop any active benefit plans.
3. Click **Save** and the employee will be terminated as of the Termination Date that you entered.

**Video**

<https://learning.myisolved.com/library/quick-help-videos/terminating-an-employee>