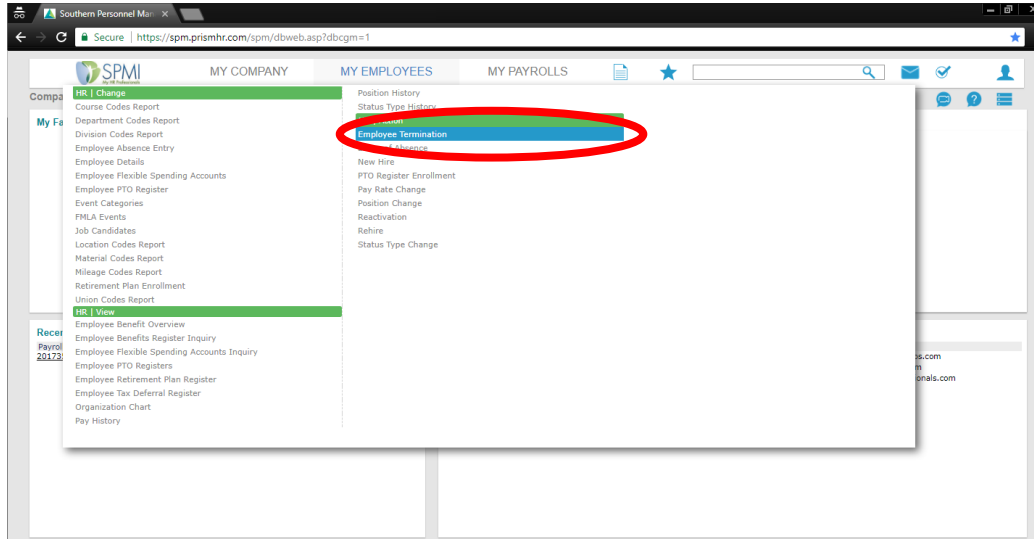


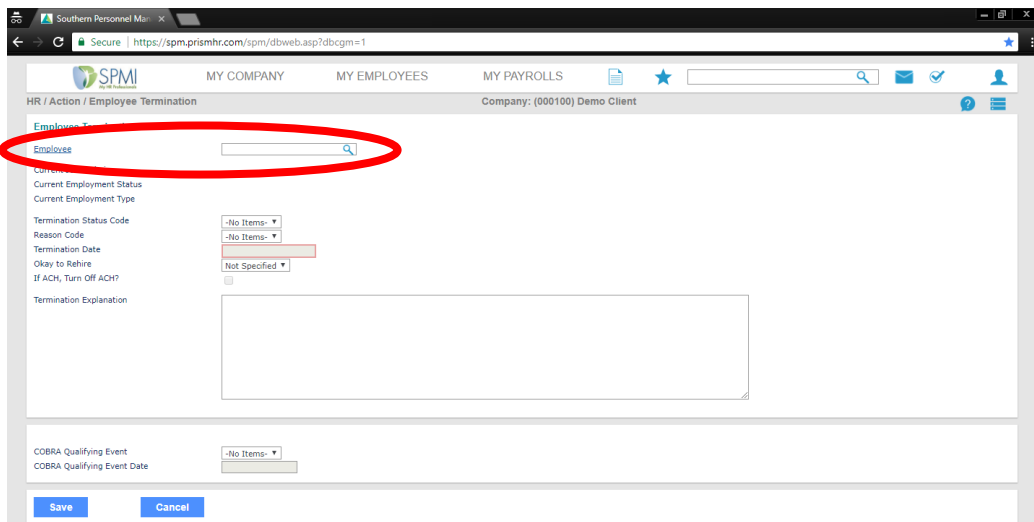


My HR Dashboard – Terminating Employees

1. From your My HR Dashboard Home Page, Click on “My Employees”, then “Employee Termination”



2. Select the employee to be terminated, either by clicking on “Employee” and selecting them or by typing the employee’s name in the Search Bar.



3. Change the "Termination Status Code" to "Terminated", Select a "Reason Code", and enter the "Termination Date". All other termination fields are optional.

The screenshot shows the SPMI Employee Termination form. The fields for "Termination Status Code", "Reason Code", and "Termination Date" are highlighted with a red box. The "Termination Status Code" dropdown is currently set to "-No Items-". The "Reason Code" dropdown is also set to "-No Items-". The "Termination Date" field is empty. Other fields include "Current Job Code is", "Current Employment Status", "Current Employment Type", "IF ACH, Turn Off ACH?", "Termination Explanation", "COBRA Qualifying Event", and "COBRA Qualifying Event Date". There are "Save" and "Cancel" buttons at the bottom.

4. If you would like to provide additional information on the termination, you may enter it in the "Okay to Rehire", "If ACH, Turn Off ACH?", and "Termination Explanation". Please Note: Any information included in this field will be saved and could be requested if an employee were to file a legal dispute regarding their employment termination.

My HR Professionals highly recommends that any information regarding an employee's termination you want to include in the employee's file be sent in a separate email to receptionist@myhrpros.com. This information will be reviewed in the event that claims and/or charges are received that My HR Professionals is responsible for answering. Please note in the email that you wish for it to be saved in the Employee's File.

The screenshot shows the SPMI Employee Termination form. The fields for "Okay to Rehire", "If ACH, Turn Off ACH?", and "Termination Explanation" are highlighted with a red box. The "Okay to Rehire" dropdown is currently set to "Not Specified". The "If ACH, Turn Off ACH?" checkbox is unchecked. The "Termination Explanation" field is empty. Other fields include "Current Job Code is", "Current Employment Status", "Current Employment Type", "Termination Status Code", "Reason Code", "COBRA Qualifying Event", and "COBRA Qualifying Event Date". There are "Save" and "Cancel" buttons at the bottom.

5. Click "Save" to terminate the employee's record. NOTE: If you would like to print a copy of the termination for your files, you must print this screen prior to clicking "Save".