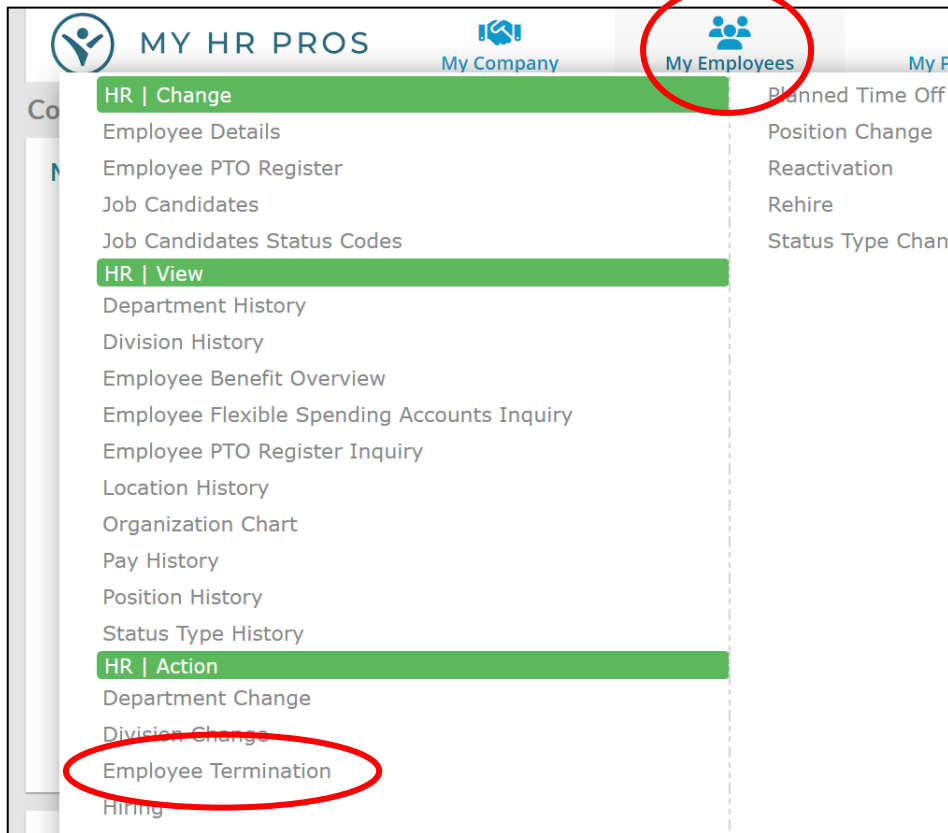




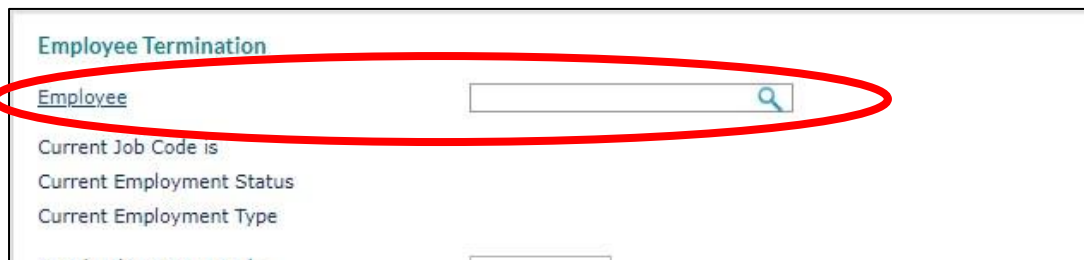
MY HR PROS

My HR Dashboard- Terminating Employees

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Under 'My Employees', select 'Employee Termination'.



4. 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.



5. Change the 'Termination Status Code' to 'Terminated'.
6. Select a 'Reason Code' and enter the 'Termination Date'. All other termination fields are optional.

The screenshot shows a web form titled "Employee Termination". At the top left, there is a link for "Employees" and a search box containing "B40562". To the right, the employee's name "SMITH III JOHN S" and title "President" are displayed. The form contains several fields: "Current Job Code is" (PRES), "Current Employment Status" (ACT), and "Current Employment Type" (FT). Below these are dropdown menus for "Termination Status Code" (set to "-- Select --"), "Reason Code" (set to "-- Select --"), and "Okay to Rehire" (set to "Not Specified"). There are checkboxes for "If ACH, Turn Off ACH?" and "Reassign Pending Approvals?". A text input field for "Termination Date" is highlighted with a red border. At the bottom, there is a large text area for "Termination Explanation".

7. If you would like to provide additional information on the termination, you may enter it in 'Okay to Rehire', 'If ACH, Turn Off ACH?', and 'Termination Explanation'.

***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 reconist@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.**