

Radiant Termination

This MUST be done IMMEDIATELY upon someone's Termination (Voluntary or Not)

1. Click on "Edit Crew Member Setting" icon in the Menu Shortcuts
2. Click on Crew Members Name
3. Click on "Login" tab and change the "Login Status to "Inactive"
4. Click on "Save & Close" located in the upper right hand corner (in beige)

5. Click on "Workforce Management"
6. Click on "Applications"
7. Click on "Human Resources"
8. Click on "Crew Member (Employee) Status Change"
9. Click on the employee you are separating
10. Click on "Separate" (bottom of the page in beige)
11. Enter today's date where it says "Effective Date"
12. A box will appear stating change, click "OK" then "Save & Close"
13. Click on "OK" when the box appears stating "Are you sure you want to separate Last Name, First Name?"
14. Click on "Close"