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 todays 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"