

Stratex

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

Log in under yourself

1. Search Employee
2. Click on "Career Profile"
3. Click on "Status Change"
4. Click on "Add +" (located on the right in blue)
5. Select an action than Click on "Next"
6. Select a Termination Template (only option is Standard)
7. Select reason for this termination
8. Answer the rest of the questions
 - a) NO (unemployment claim)
 - b) Yes / NO (depends on if you feel this employee is eligible for a rehire in the future)
9. Enter the employees last day of EMPLOYMENT (employees ACTUAL last day)
10. Select when the LAST check date will be (**this must be the employees LAST payday**)
11. Termination for Benefits and Deductions MUST be the same as LAST paydate
12. Severance payment is NOT
13. DONE