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