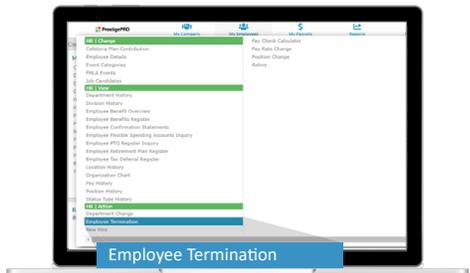


# PrestigePRO Employee Termination Instructions

1 To terminate an employee in the PrestigePRO portal, please login to your administrative account and select 'Employee Termination' under the 'MY EMPLOYEES' menu.



2 Select an employee, their job title, employment status, and employment type will automatically populate. Complete the highlighted fields to continue:

**Termination Status Code:** Select 'TERMINATED' in the drop-down to Terminate the Employee.

**Reason Code:** This drop-down includes several termination reasons; Select the appropriate reason for the employee's termination. (ex. Resignation, no notice given, etc.)

**Termination Date:** Provide the official date the employee was terminated from your company.

*\*\*If the termination date is not the same as the employee's last day worked, indicate the actual last day worked in the "Termination Explanation" section. If it is the same, please indicate that instead.\*\**

**Okay to Rehire:** Select whether the employee is eligible to be rehired in the future.

**If ACH, Turn Off ACH?:** Check this box to turn off the employee's direct deposit account(s); you can do so if they have already received their last check or would prefer a physical check as their last check.

**Last Day Worked:** Enter the **Last Day Worked** if it is different from the termination date.

**Termination Explanation:** In this section you will include the **Paid Through Date** if they will be receiving payment beyond their termination date, whether a severance agreement was reached and will be sent to HR, and any other termination information that could be useful in the event that an unemployment claim is received such as their reason for quitting, whether they violated company policy and any other incidents in relation to their termination.

*\*\*Any documentation in relation to their termination such as warnings, witness statements, resignations letters, etc. can be sent to your Human Recourse Business Partner.\*\**

3 After the information is filled out, click **SAVE**. Your specialists will be sent a notification of the termination notice for approval.

