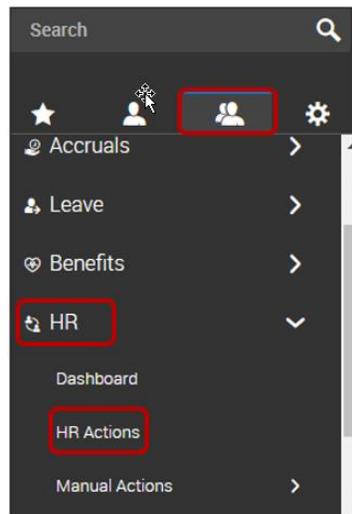


HR Action – Terminating Employees

1. Click the **Main Menu** link



2. Click the **Team** tab
3. Expand the HR section, and then click **HR Actions**



Before proceeding through termination, it is important to know that:

An employee is only eligible for Rehire if the following conditions are met:

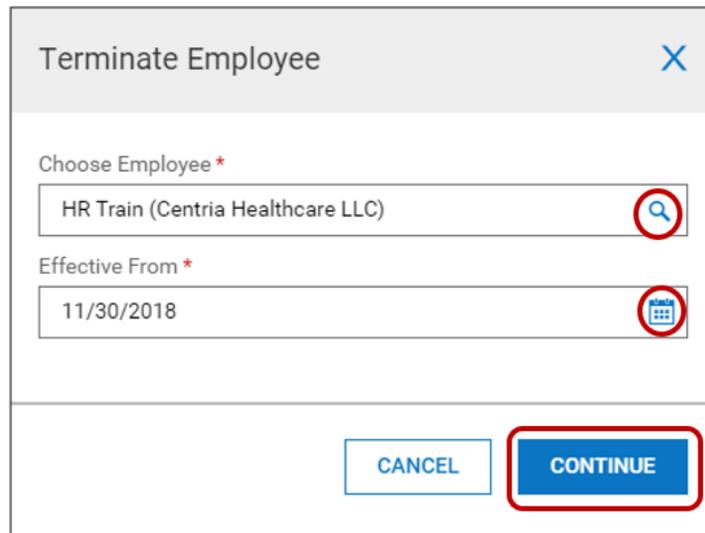
- 1) The employee gave two (2) weeks' notice through proper channels
- 2) The employee is in good standing with the company
- 3) The employee was not terminated for violating Centria policies and procedures

4. Click the **Start** link to the right of the Terminate Employee action



The screenshot shows the HR action list in Centria Kronos. The 'Terminate Employee' action is highlighted with a red box. Below the action name, there is a description: "Please fill out the fields below in the first section only and **Submit** for HR to complete and approve." and a note: "Employee is only eligible for Rehire if the following conditions are met, 1) The employee gave two (2) weeks notice through proper channels 2) The employee is currently in good standing with the company 3) The employee was not terminated for violating Centria policies and procedures." To the right of the description is a "Start" link, which is also highlighted with a red box and an arrow.

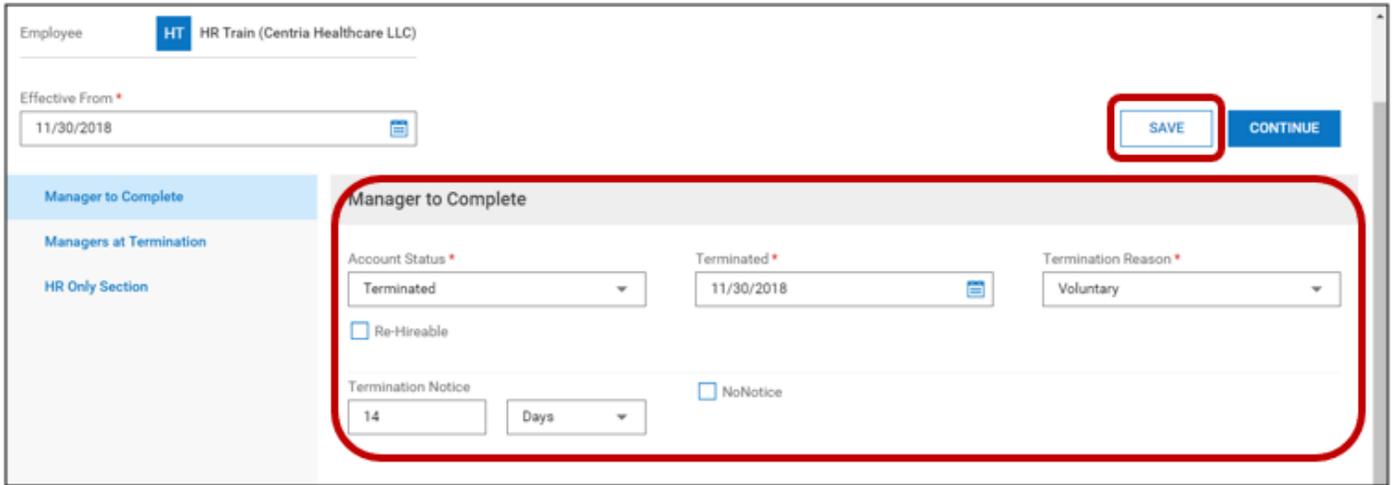
5. Click the **Search** icon (magnifying glass) to find the employee being terminated
6. Click the **Calendar** icon to select the Effective From date
7. Click **Continue**



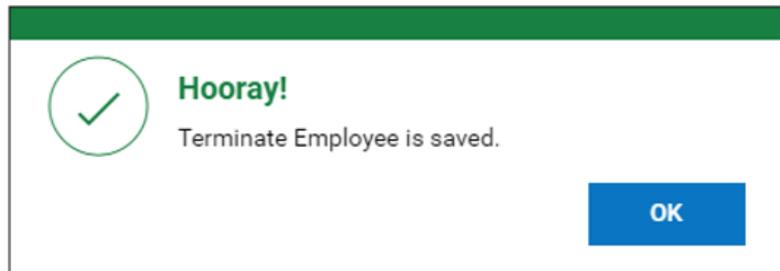
The screenshot shows the "Terminate Employee" dialog box. It has a title bar with "Terminate Employee" and a close button (X). Below the title bar, there are two input fields: "Choose Employee *" and "Effective From *". The "Choose Employee" field contains the text "HR Train (Centria Healthcare LLC)" and has a search icon (magnifying glass) to its right. The "Effective From" field contains the date "11/30/2018" and has a calendar icon to its right. At the bottom of the dialog box, there are two buttons: "CANCEL" and "CONTINUE". The "CONTINUE" button is highlighted with a red box.

a. Kronos moves to the Manager to Complete page

8. Complete the required fields on the **Manager to Complete** page, and then click **SAVE**



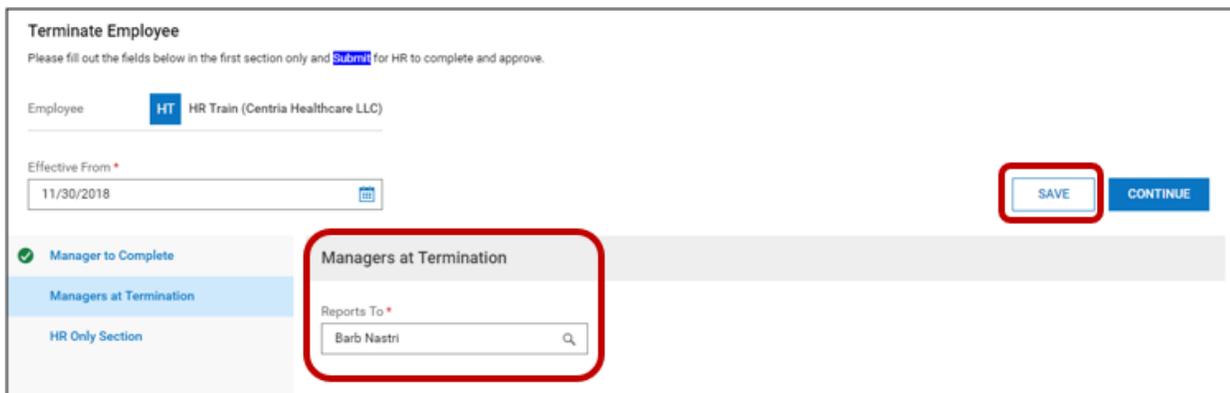
9. Click **OK** when the confirmation message displays



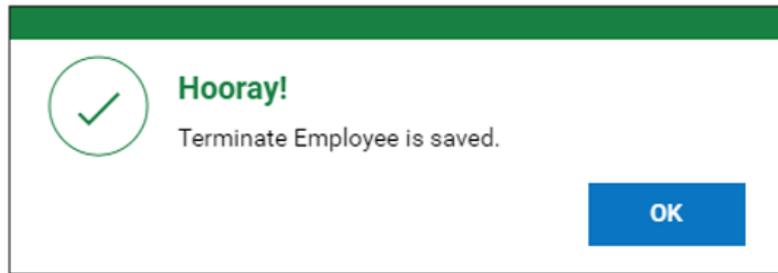
a. Kronos moves to the Managers at Termination page

10. Confirm the employee's Manager at time of termination

11. If necessary, click the Search icon to change the Manager, and then click **SAVE**

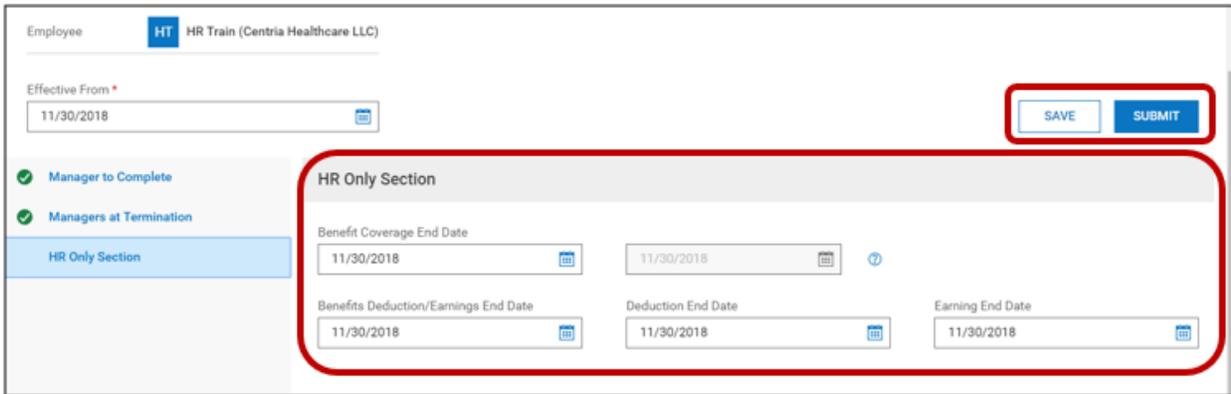


12. Click **OK** when the confirmation message displays



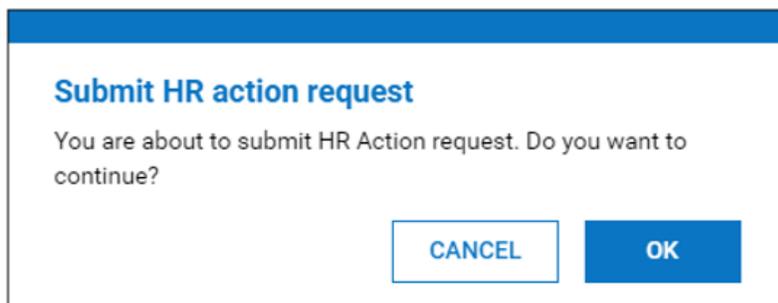
a. Kronos moves to the HR Only Section

13. Review the information, and then click **SAVE** and **SUBMIT**

A screenshot of the Kronos HR system interface. At the top, it says "Employee" and "HT HR Train (Centria Healthcare LLC)". Below that is a date field for "Effective From" with the value "11/30/2018". In the top right corner, there are two buttons: "SAVE" and "SUBMIT", both highlighted with a red border. On the left side, there is a sidebar with three items: "Manager to Complete" (checked), "Managers at Termination" (checked), and "HR Only Section" (selected and highlighted in blue). The main area is titled "HR Only Section" and contains three rows of date fields: "Benefit Coverage End Date" (11/30/2018), "Benefits Deduction/Earnings End Date" (11/30/2018), and "Deduction End Date" (11/30/2018). There is also an "Earning End Date" field with the value "11/30/2018". The "HR Only Section" area is also highlighted with a red border.

a. Kronos prompts with a question

14. Click **OK**



- a. The Terminate Employee action displays on the SUBMITTED tab and is routed to HR for review and approval

AVAILABLE	OPEN (4)	SUBMITTED
All Statuses ▾ This Year ▾ All Employees ▾		
Employee		
Base Compensation Change (1)		
HT	HR Train	
Bonus Payment (1)		
TE	Test Employee1	
Hire Employee (1)		
TE	Test1 Employee	
Terminate Employee (1)		
TE	Test Employee1	

Questions?

Please direct any questions to HR@centriahealthcare.com.