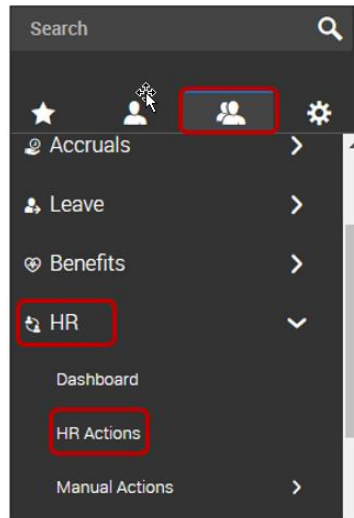


HR Action – Terminating Employees

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

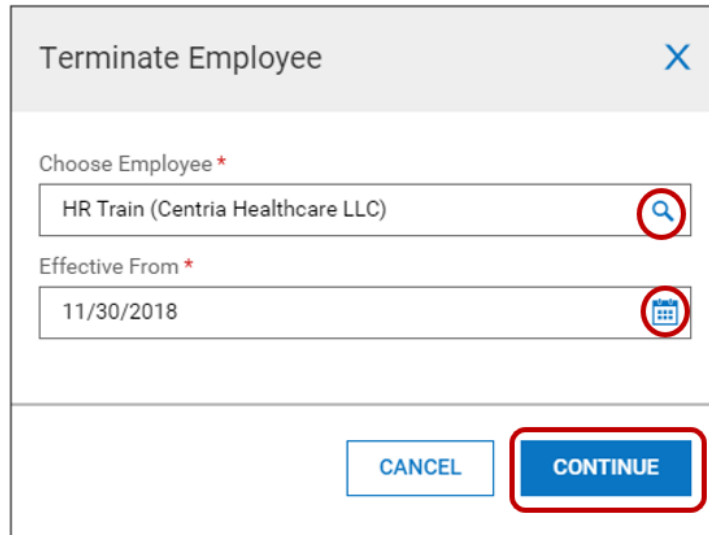
4. Click the **Start** link to the right of the Terminate Employee action



5. Click the **Search** icon (magnifying glass) to find the employee being terminated

6. Click the **Calendar** icon to select the Effective From date

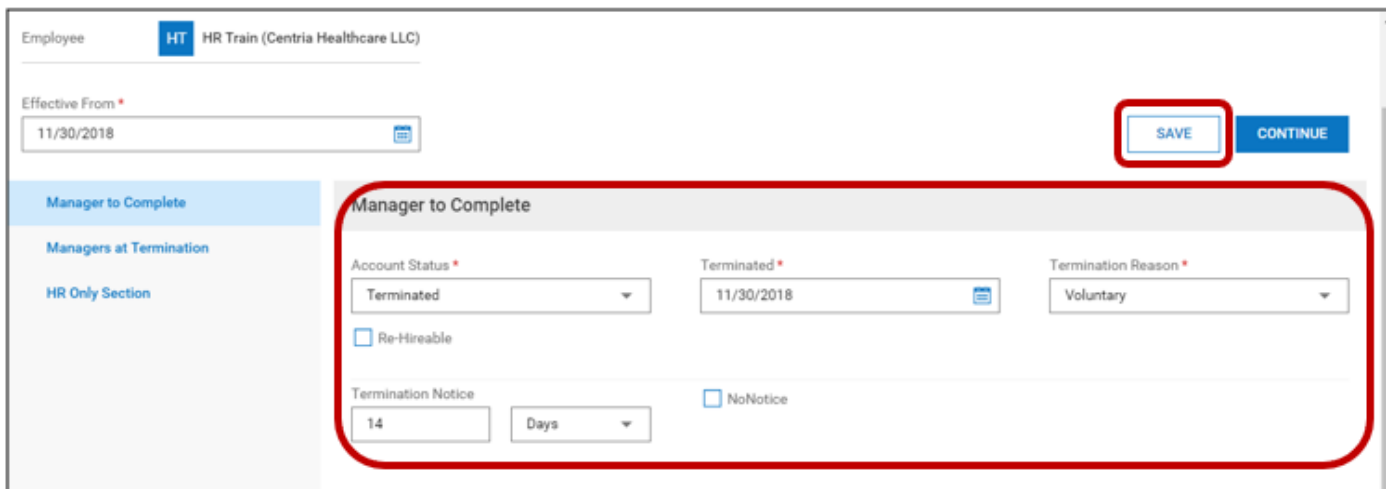
7. Click **Continue**



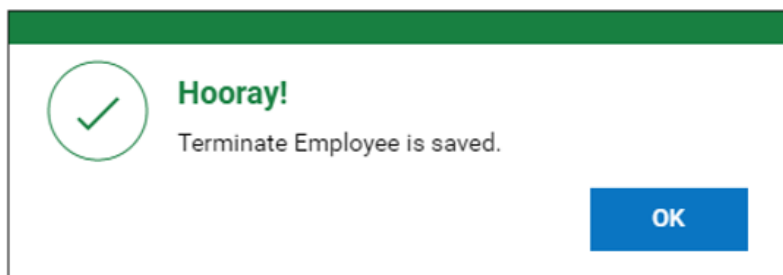
The screenshot shows the "Terminate Employee" dialog box. It has a title bar with "Terminate Employee" and a close button (X). Below the title bar, there are two input fields: "Choose Employee *" and "Effective From *". The "Choose Employee" field contains the text "HR Train (Centria Healthcare LLC)" and has a magnifying glass icon 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**



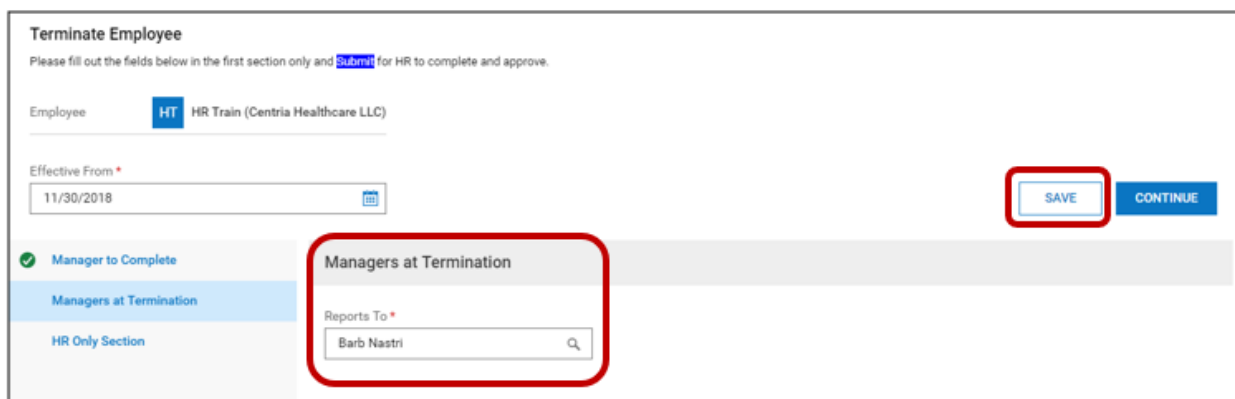
9. Click **OK** when the confirmation message displays



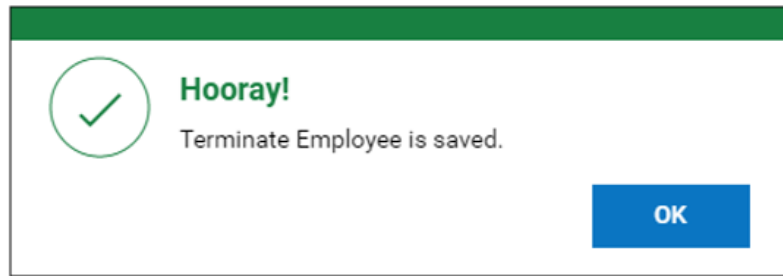
a. Kronos moves to the Managers at Termination page

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**

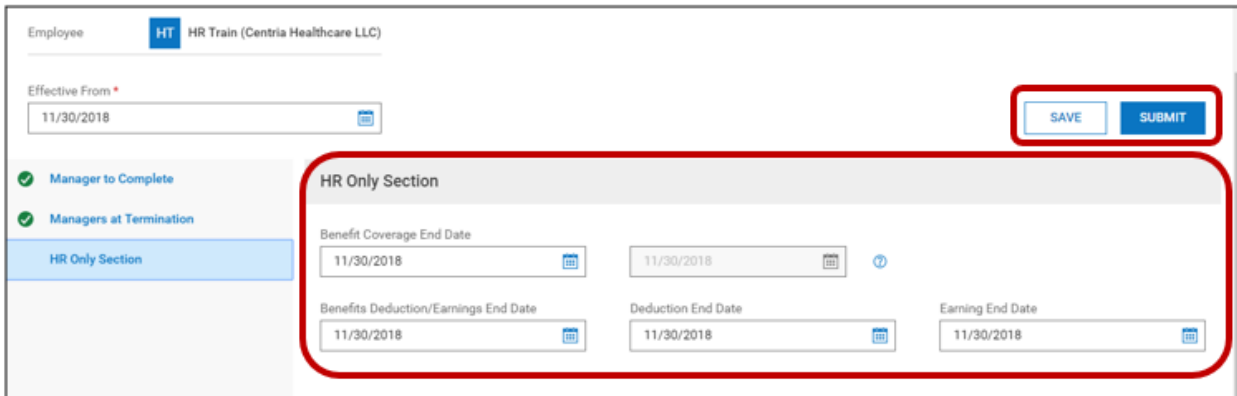


12. Click **OK** when the confirmation message displays



a. Kronos moves to the HR Only Section

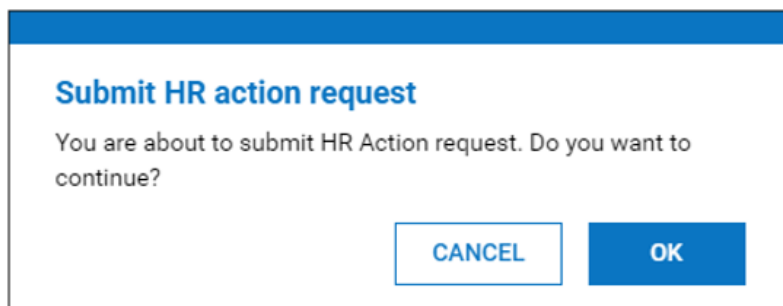
13. Review the information, and then click **SAVE** and **SUBMIT**



A screenshot of the Kronos HR Only Section form. The form is for an employee named "HR Train (Centria Healthcare LLC)". The "Effective From" date is 11/30/2018. There are two buttons, "SAVE" and "SUBMIT", in the top right corner. The "HR Only Section" contains several date fields: "Benefit Coverage End Date" (11/30/2018), "Benefits Deduction/Earnings End Date" (11/30/2018), "Deduction End Date" (11/30/2018), and "Earning End Date" (11/30/2018). A red box highlights the "SAVE" and "SUBMIT" buttons and the "HR Only Section" area.

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.