

Easy Time Clock offers various levels of employee status. These are the steps to follow after terminating an employee.

Step One:

Terminating an Employee

Setup tab, Employee Setup

Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	<input type="password"/> <input type="checkbox"/> Clear (Password is blank)	<input type="text"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated
Berkowitz, David	17	<input type="password"/> <input type="checkbox"/> Clear (Password is blank)	<input type="text"/>	<input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Terminated

To terminate an employee click here.

Save Changes

Step Two:

Generating Reports for Terminated Employees

Date Filter		People Filter	Hours Filter	Export
Pay Period 4/16/2016 - 4/30/2016 ▼ 15 Days, 10 Weekdays	Date Range 4/16/2016 - 4/30/2016 <input type="button" value="Change Date"/>	Display <input type="text" value="Terminated"/> ▼ Department <input type="text" value="All"/> ▼ Employee <input type="text" value="Berkowitz, David"/> ▼	Hours <input type="text" value="All"/> ▼ Proj. Group <input type="text" value="All"/> ▼ Project <input type="text" value="All"/> ▼ PTO <input type="text" value="All"/> ▼ Note <input type="text" value="All"/> ▼	Print Report Export to Excel Export to Excel (CSV) Export Tardies (CSV) Export to Text

To display terminated employees, use the **People Filter**.

Suggestions on how to use the Status feature

Active: Employee has access to the system to clock in and out, edit time cards, or track their PTO.

Inactive: Employee does not currently need access to the system, but may need access in the future.

- Inactive employees **cannot log in** to the system.
- **Reports can still be generated** for Inactive employees.
- Great for employees who are seasonal or intermittent.
- There is **no charge** per month for Inactive employees, unless employee logged in at any time within the billing cycle.

Terminated: Employee no longer works for the company.

- Terminated employees **cannot log in** to the system.
- **Reports can still be generated** for Terminated employees.
- There is **no charge** per month for Terminated employees, unless employee logged in at any time within the billing cycle.

Deleted: Only delete an employee if you no longer need their information in the system.

- Deleted employees **cannot log in** to the system.
- **Reports cannot be generated** for Deleted employees.
- After a few months, Deleted employees can no longer be restored. **All records will be lost.**
- Generally used only when a username was created accidentally or for testing purposes.

Status	Department	Shift	Last Activity	Delete
<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated	None ▾	None ▾	4/28/2016 12:05:52 PM	<input type="checkbox"/> Delete

For further help with Terminating Employees, contact Customer Support.

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