

Step One:

Setup tab, Employee Setup

Terminating an Employee

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

Save Changes

Set to Terminated and 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 Terminated ▼ Department All ▼ Employee Berkowitz, David ▼	Hours All ▼ Proj. Group All ▼ Project All ▼ PTO All ▼ Note 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 and Terminated: 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.
- There is **no charge** per month for Inactive employees, unless employee logged in at any time within the billing cycle.
- Inactive is great for employees who are seasonal or intermittent.

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.