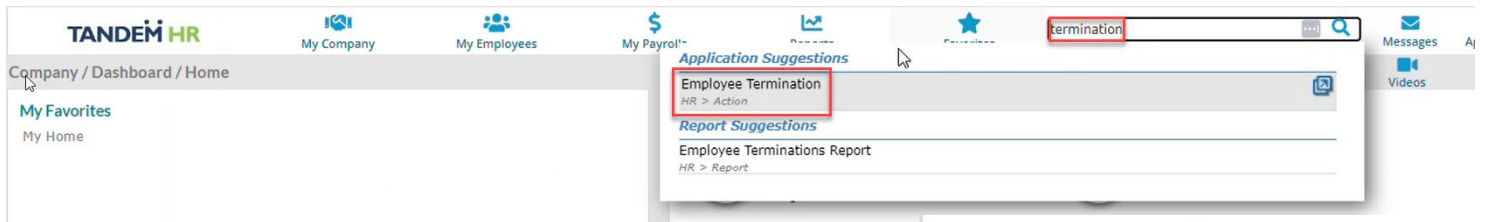


Terminate an Employee in PeopleHub

1. From the Manager view of the portal, begin typing Termination in the search bar. Select **Employee Termination** when it pops up.



2. Click the **Employee** hyperlink in the top left corner of the screen to bring up a list of your employees.
3. Search by **Employee ID, First Name, or Last Name** to select the employee you wish to terminate in the system.



4. Next, fill in the **Termination Status Code, Reason Code, Termination Date**, and indicate if it is **Okay to Rehire** this individual, and their **Last Day Worked** all from the drop-down fields.

A screenshot of the Tandem HR portal showing the 'Employee Termination' form. The breadcrumb trail is 'HR / Action / Employee Termination'. The page title is 'Employee Termination'. Below the title, there is a link 'Employee' which is highlighted with a red box and a mouse cursor. Below the link, there are two fields: 'Current Job Code is' and 'Current Employment Status'. Below these fields, there are four fields: 'Termination Status Code' (with a dropdown menu showing 'TERMINATED'), 'Reason Code' (with a dropdown menu showing 'INVOL - ATTENDANC'), 'Termination Date' (with a text input field showing '09/18/2023'), and 'Okay to Rehire' (with a dropdown menu showing 'No'). Below these fields, there is a checkbox 'If ACH, Turn Off ACH?' which is unchecked. Below the checkbox, there is a field 'Last Day Worked' (with a text input field showing '09/18/2023') which is highlighted with a red box. Below the field, there is a checkbox 'Reassign Pending Approvals?' which is unchecked.

5. It's extremely helpful (but not mandatory) to enter a Termination Explanation on this same screen.
6. If the employee had any unpaid PTO accrued, it will show in the **Unpaid PTO Payout** section below the Termination Explanation. Select whether you want those hours paid out.

Unpaid PTO Payout

PTO Register Type	Register Description	Available Hours	Add hours to current payroll?
			No <input type="checkbox"/>
			Yes <input type="checkbox"/>

7. Last, you will set this employee up with COBRA where applicable. If the employee is COBRA eligible, you will see a note under the Unpaid PTO Payout. Always select **YES** if they are eligible. Choose **Termination** as the **COBRA Qualifying Event** and enter the termination date in the **COBRA Qualifying Event Date** field.

This employee has COBRA-eligible benefits that will be terminated. Should a COBRA participant record be created?

COBRA Qualifying Event

COBRA Qualifying Event Date

-- Select --

Yes

No

8. Click **Save**.

If you have any questions on information to fill out in any of these fields, please contact your Tandem HR Business Partner.