How to Terminate an Employee/Benefit

1. Once you have logged into your account, select the **"Employees"** tab in the top navigation bar.

2. In the **"Search Employee"** field, enter the employee's name and click **"Search"** or manually search from the employee listing shown below.

3. Once you find the employee, click on the **Employee Name**.

4. Change the **"Employment Status"** to **Terminated.**

5. Enter the employment termination date, and click **"Save."**

6. Select **"Benefits"** in the top menu bar and click on the appropriate benefit.

7. Update the **"Status"** to **Inactive.**

8. Update the **"Effective Till"** date to the benefit termination date.

9. Update the **"Reason"** to **Benefit Termination** and click **"Save."**