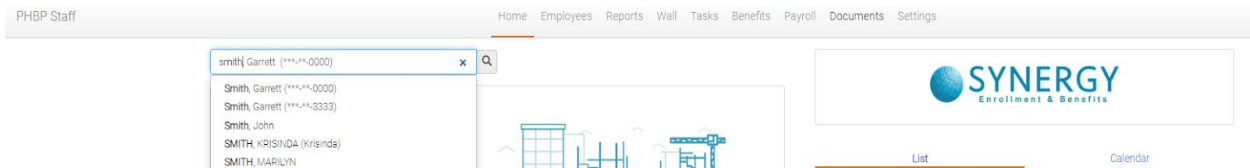




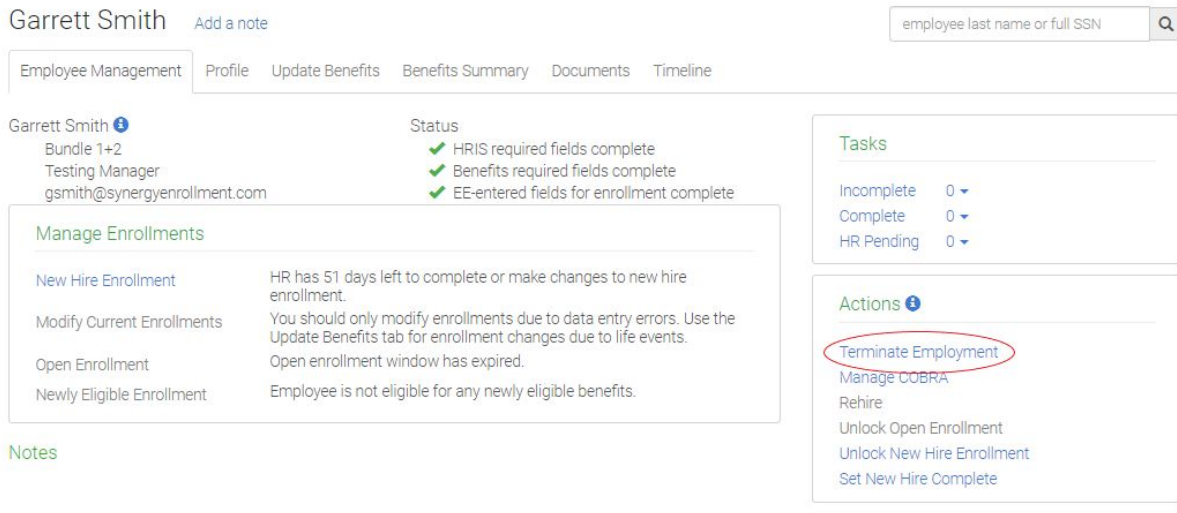
## Employee Navigator – Terminating an Employee

**Step 1:** Search for the employee using **Last Name**.



**Step 2:** Under the **Employee Management** tab, find the **Actions** block located on the right side of the screen.

**Step 3:** Click on the **Terminate Employment** link.



**Step 4:** Verify address. There **must** be an address to terminate employment.

**Step 5:** Click **Validate Address**.

Garrett Smith [Add a note](#)

Employee Navigator has recently added address validation. Before proceeding with termination, please take a moment to validate the employee's home address. Having a valid address is important for any further communication with the terminated employee or the employee's household.

## Address

<b>Validation Status</b>	The address has not yet been validated.
<b>HR Action</b>	No HR Review is necessary.
<b>User Actions</b>	User has not reviewed the address.

Country

United States of America ▼

Address 1

9370 Sky Park Court

Address 2

Suite 250

City

San Diego

State/Territory

California ▼

Zip Code

92123

County

San Diego County ▼

Validate Address

**Step 6:** A **Verify Address** box appears, select **Use this address** if the address is correct. If the address is not correct, select **Back to edit** to correct it. You may also select **Keep entered address** and continue.

**Step 7:** Enter employees **Termination Date** and **Termination Reason**.

**Step 8:** Click **Terminate**.

Garrett Smith [Add a note](#)

employee last name or full SSN

### Terminate Employee Tool

The termination date is restricted to no more than 24 months in the past and 90 days in the future, and cannot be more than 1 day prior to the hire date.

#### Details

Termination Date	<input type="text" value="02/26/2020"/>	<input type="button" value="📅"/>
Termination Reason	<input type="text" value="Voluntary Termination (COBRA)"/>	

[Cancel](#)

#### Affected Plans

#### Employee Information

Testing Manager gsmith@synergyenrollment.com

**Classifications** Bundle 1+2

**Hire Date** 02/04/2020

**Address** 9370 Sky Park Ct Ste 250  
San Diego, California 92123-5380  
San Diego County

**Step 9:** **Terminate Employee** box appears. Review the name of the employee in the left upper corner, the termination date and termination reason.

**Step 10:** Click **confirm**.

**If you have questions, give us a call! 858-282-0660**