

Terminating Employees Transferring to another Archdiocese Account

To change an employee's Primary Location, you will navigate to the employee's summary page. You can get there by clicking on Employee Management>Employee Summary> and then select the employee.



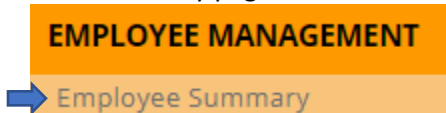
Once you are in the employee's summary page you will click on "Primary Location" in the **ORGANIZATION FIELDS** box.



To change the Primary Location, click the arrow on the drop-down box and select 2- Not Primary Location. Once you make this change select save.



After you have selected save you will click on Employee Summary once again. This will bring you back to the employee's main summary page.





Once back on the Employee Summary page click on Status (as of today) in the **EMPLOYMENT INFORMATION** box.

EMPLOYMENT INFORMATION	
Legal Company	Adjusted Service Date
St Cletus Catholic School	
Employee #	Employment Category
1160029	(as of today)
Status (as of today)	PT W/O Benefits
Active	
Hire Date	
7/1/1981	




On this page under **GENERAL** you will see the Terminate option in blue bar. Click on Terminate.

General


 Save  Cancel **Terminate**

In the termination screen will want to make sure that you are changing the *Status to **TRANSFER** and *Termination Reason to **Transfer to another Archdiocesan Location**. Then save your information.

General

 Save  Cancel  Back

Employee Termination

* Termination Date: 

→ * Status: **Transfer** ▼

→ * Termination Reason: **Transfer to other Archdiocesan** ▼

Termination Type:

Eligible for Rehire

Delete Future Absences