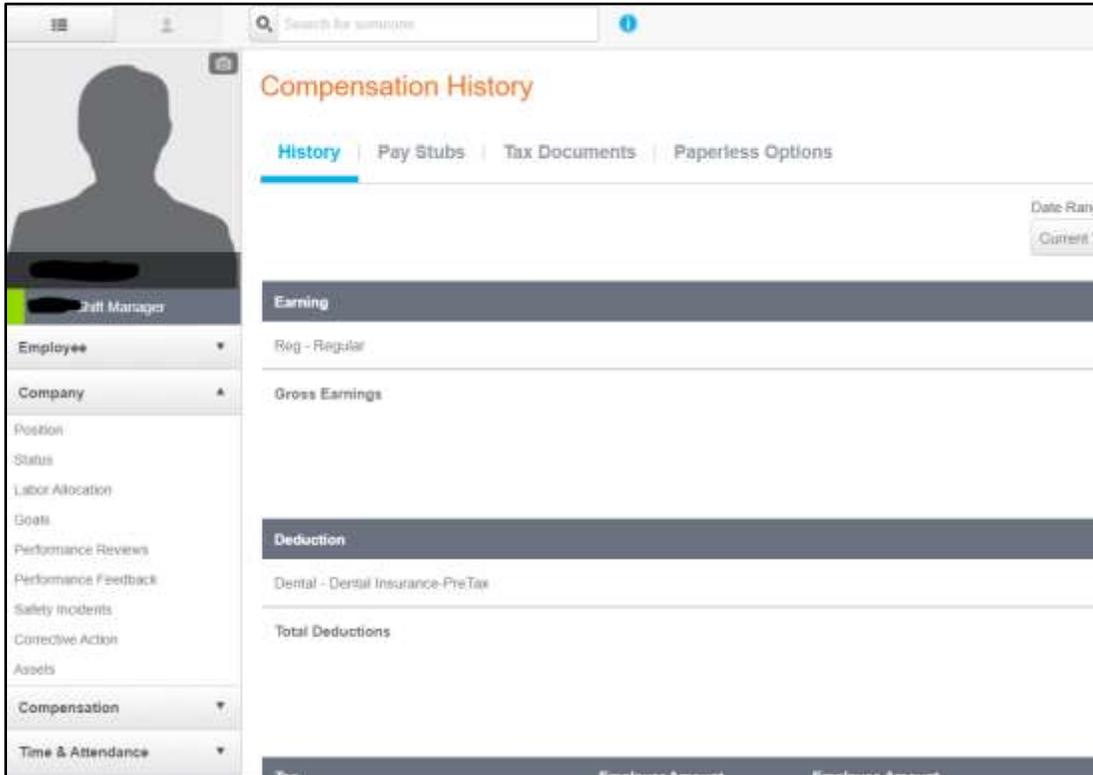


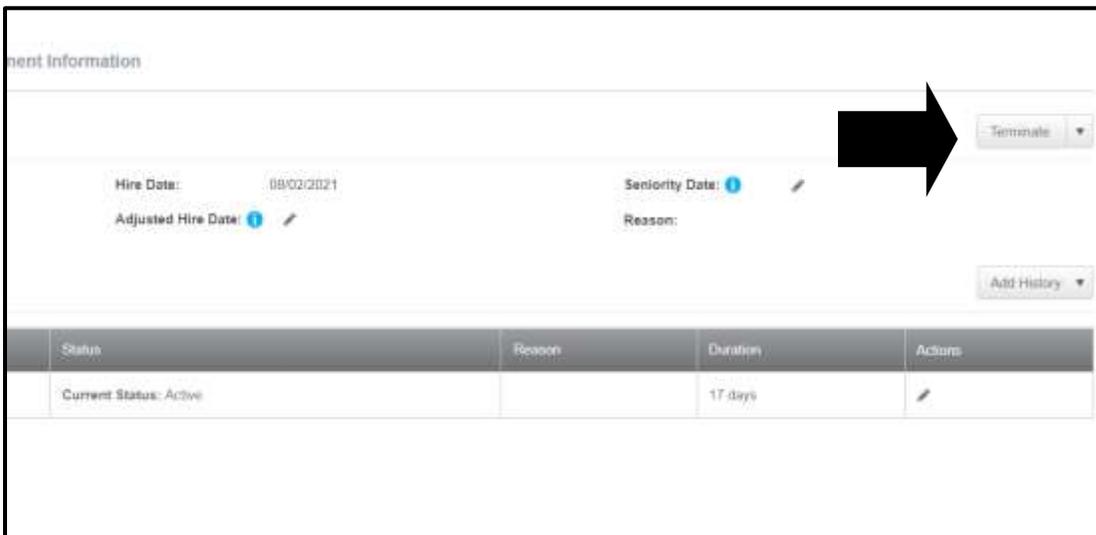
How to Terminate in Paycor

Please enter this as soon as notice is given and just date the termination to the last day employee is going to work. You can PRE-DATE or POST-DATE in Paycor.

Log in and open the employee profile. On the LEFT side click Company and then Status



On the RIGHT Side, click terminate



Employees Last Day - Employees planned last day or work

Status – Choose Terminated

Termination Reason – Choose applicable reason

Eligible for rehire - Choose YES or NO

What kind of Terminations is this – Choose Voluntary

Cobra Eligible Event – Choose NO

Stop Direct Deposit after last day? – Choose No, Keep

Notes- Type notes about the employees performance and details about work issues only

The screenshot shows a 'Termination Details' form with the following fields and options:

- Employee's Last Day***: 08/17/2021
- Status***: Terminated
- Inactive employment period starts:** 08/18/2021
- Termination Reason**: Other Job Opportunity
- Eligible for rehire?***: Yes No Conditional
- What kind of termination is this?***: Voluntary Involuntary
- COBRA eligible event?***: Yes No
- Stop direct deposit after Employee's Last Day?***: Yes, paper check No, keep direct deposit
- Notes**: A text area with the placeholder 'Type in notes about the employees performance and details about work only.' and a character count of 76/512.

Buttons at the bottom right: Cancel, Next.

Important - ALWAYS CHOOSE NO and click Submit Termination

The screenshot shows a confirmation screen with the following content:

- Would you like to add this job to the Draft Jobs area of Perform.AES?***: Yes No

Buttons at the bottom: Back, Submit Termination.

Terminate in RTI after last check

Terminate in Aloha after last day worked