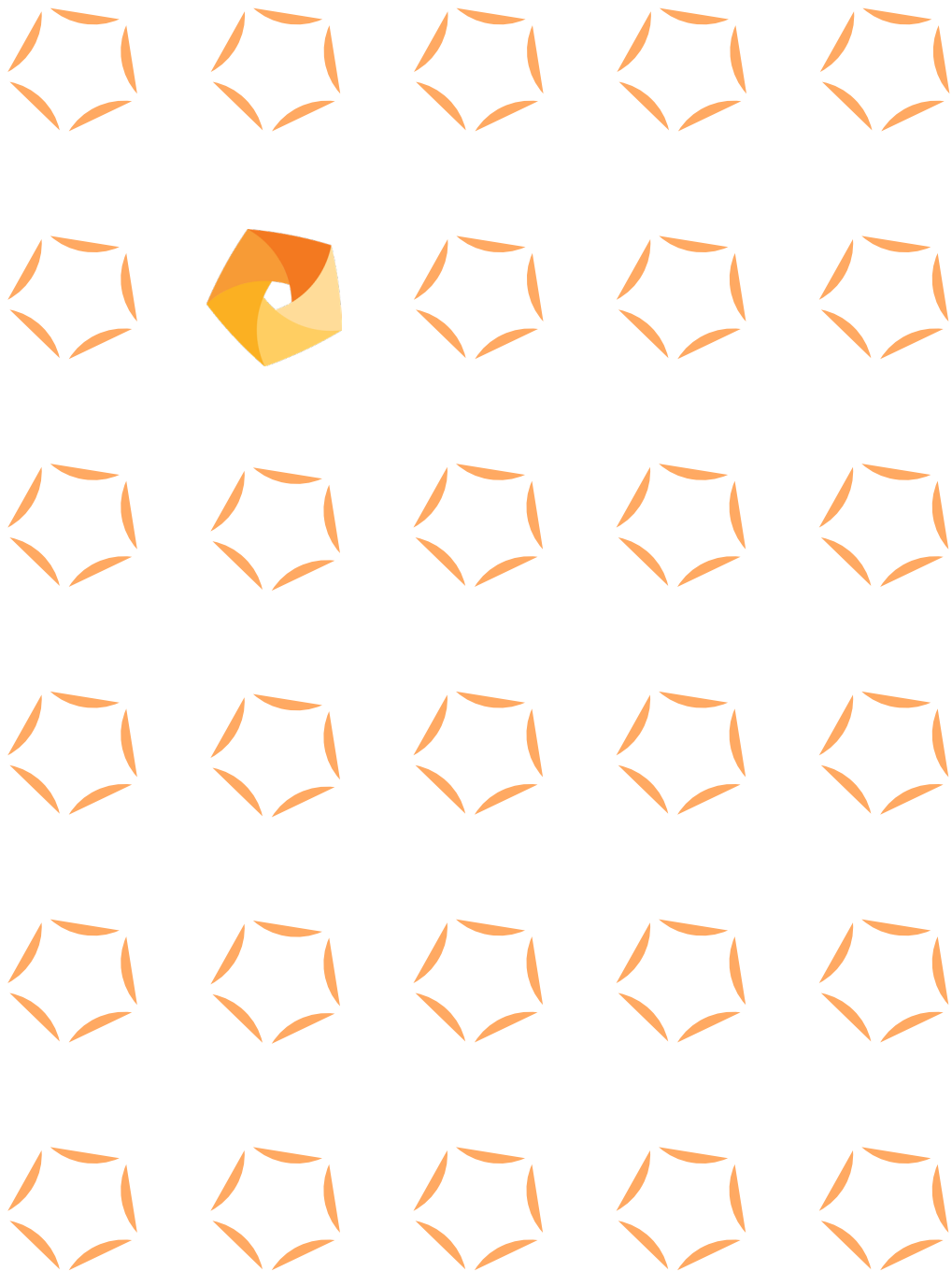


Terminating Employees

FOLLOW THESE STEPS TO TERMINATE TEAM MEMBERS IN YOUR EMPLOYEE ONBOARDING DIRECTORY



Topics

This instructional presentation covers the two topics below. To skip ahead, click the button.

How to terminate an employee

How to terminate multiple employees

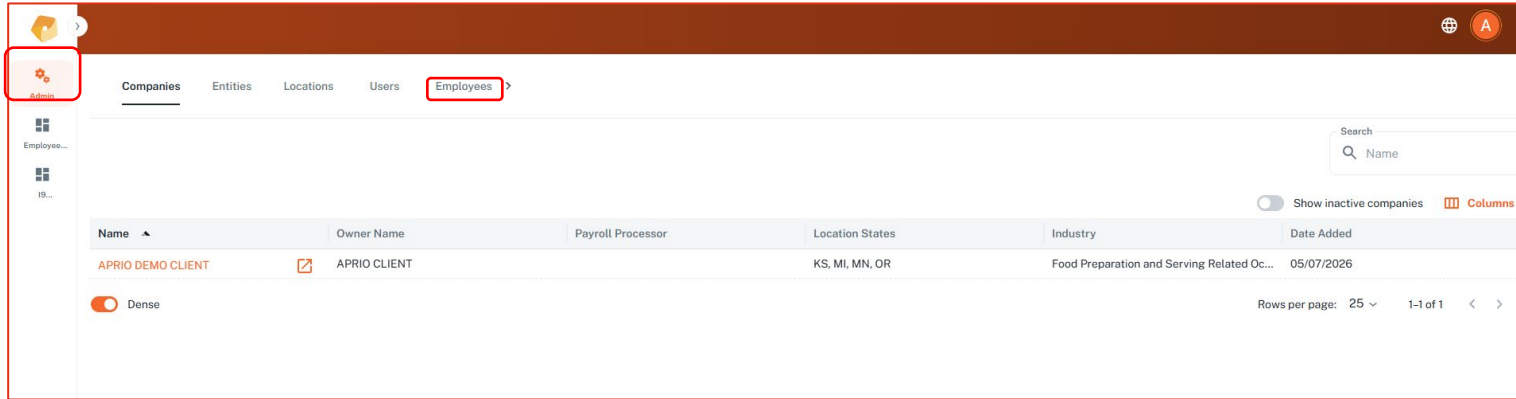




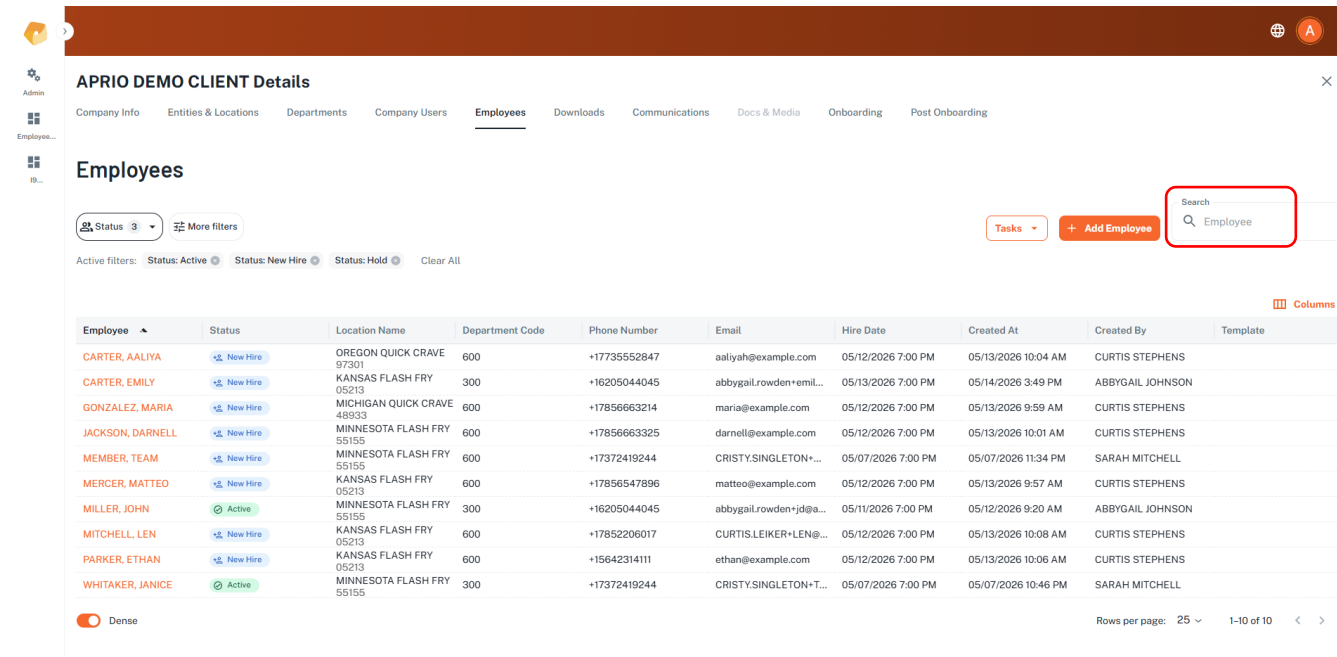
How to terminate an employee

How to terminate an employee

In the **Admin** section, select the **Employees** tab.



Use the **Search** filter to find the name of the employee you wish to terminate.



How to terminate an employee

Scroll to the bottom of the employee's profile and select the option **Terminate Employee**.



Archive Employee

Terminate Employee

Cancel

Save Changes

Add the termination date in the **Term Date** field. The **Term Code**, **Comment**, and **Upload Document** fields are optional. Once all information has been added, click **Terminate Employee** to complete the termination.

Terminate Employee

Edit the employee's termination date on this page, then click 'Terminate Employee'

Name	JANICE WHITAKER	Date of Birth	12/31/1999
Social Security Number (SSN)	***-**-8741	Start Date	MM/DD/YYYY
Location	MINNESOTA FLASH FRY		
Term Date *	05/15/2026	Term Code	Select Option
Comment Enter any additional comments about the termination...			
Upload Document Drop or Select File Drop files here or click to browse through your machine.			

Cancel

Terminate Employee

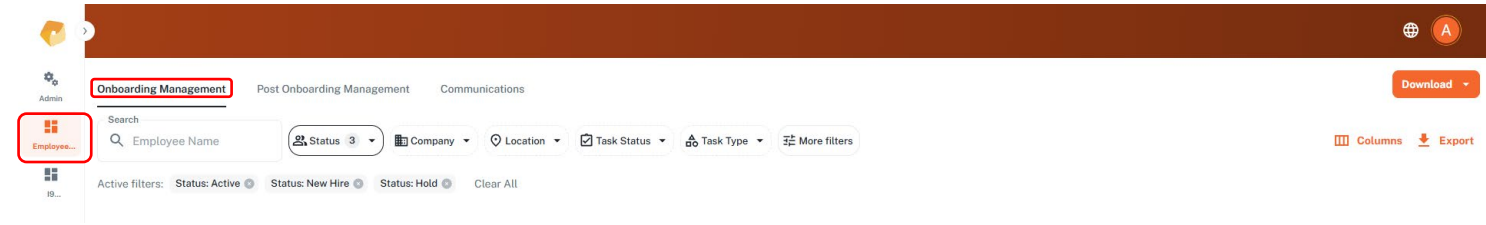


How to terminate multiple employees

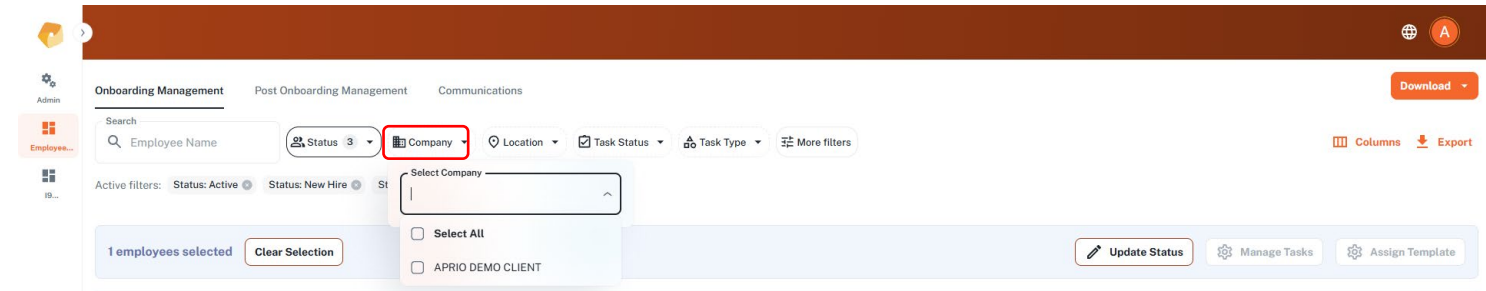
How to terminate multiple employees



Select the **Employee Management** section, and the **Employees** tab will open by default.



In the **Company** filter, use the dropdown menu to select your company and add any additional filters you would like.



Next, use the checkbox to select each employee you would like to terminate. If you have filtered your results and wish to terminate all employees listed, use the checkbox option next to **Name** to select all employees.

☐	Name	Status	Location	Company	Onboarding Status	Date of Birth	Date of Hire	Date of Rehire	Last Notified	Created By	Completed	Actions
☐	CARTER, AALIYA	New Hire	OREGON QUICK CRA	APRIO DEMO CLI...	In Progress	06/18/1994	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐	CARTER, EMILY	New Hire	KANSAS FLASH FRY	APRIO DEMO CLI...	Not Started		05/14/2026			ABBYGAIL JOHNS...	0 of 1	
☒	GONZALEZ, MARIA	New Hire	MICHIGAN QUICK CR	APRIO DEMO CLI...	In Progress	03/14/1991	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐	JACKSON, DARNELL	New Hire	MINNESOTA FLASH F	APRIO DEMO CLI...	In Progress	11/05/1985	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐	MEMBER, TEAM	New Hire	MINNESOTA FLASH F	APRIO DEMO CLI...	Not Started	01/01/2010	05/08/2026			SARAH MITCHELL	0 of 2	
☐	MERCER, MATTEO	New Hire	KANSAS FLASH FRY	APRIO DEMO CLI...	In Progress	08/22/1987	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐	MILLER, JOHN	Active	MINNESOTA FLASH F	APRIO DEMO CLI...	Completed	12/31/1999	05/12/2026			ABBYGAIL JOHNS...	3 of 3	
☐	MITCHELL, LEN	New Hire	KANSAS FLASH FRY	APRIO DEMO CLI...	Assigned	09/12/1992	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	0 of 2	
☐	PARKER, ETHAN	New Hire	KANSAS FLASH FRY	APRIO DEMO CLI...	In Progress	01/27/1990	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐	WHITAKER, JANICE	Active	MINNESOTA FLASH F	APRIO DEMO CLI...	Completed	01/01/2000	05/08/2026			SARAH MITCHELL	7 of 7	

How to terminate multiple employees



After you have made your selection(s), select the **Update Status** option.

Name	Status	Location	Company	Onboarding Status	Date of Birth	Date of Hire	Date of Rehire	Last Notified	Created By	Completed	Actions
☐ CARTER, ALIYA	New Hire	OREGON QUICK CRAWLER	APRIO DEMO CLIENT	In Progress	06/18/1994	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐ CARTER, EMILY	New Hire	KANSAS FLASH FRY	APRIO DEMO CLIENT	Not Started		05/14/2026			ABBYGAIL JOHNSON	0 of 1	
☒ GONZALEZ, MARIA	New Hire	MICHIGAN QUICK CRAWLER	APRIO DEMO CLIENT	In Progress	03/14/1991	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☒ JACKSON, DARNELL	New Hire	MINNESOTA FLASH FRY	APRIO DEMO CLIENT	In Progress	11/05/1985	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐ MEMBER, TEAM	New Hire	MINNESOTA FLASH FRY	APRIO DEMO CLIENT	Not Started	01/01/2010	05/08/2026			SARAH MITCHELL	0 of 2	
☒ MERCER, MATTEO	New Hire	KANSAS FLASH FRY	APRIO DEMO CLIENT	In Progress	08/22/1987	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐ MILLER, JOHN	Active	MINNESOTA FLASH FRY	APRIO DEMO CLIENT	Completed	12/31/1999	05/12/2026			ABBYGAIL JOHNSON	3 of 3	
☐ MITCHELL, LEN	New Hire	KANSAS FLASH FRY	APRIO DEMO CLIENT	Assigned	09/12/1992	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	0 of 2	
☐ PARKER, ETHAN	New Hire	KANSAS FLASH FRY	APRIO DEMO CLIENT	In Progress	01/27/1990	05/13/2026		05/16/2026 10:00 ...	CURTIS STEPHENS	1 of 2	
☐ WHITAKER, JANICE	Active	MINNESOTA FLASH FRY	APRIO DEMO CLIENT	Completed	01/01/2000	05/08/2026			SARAH MITCHELL	7 of 7	

In the **New Status** dropdown menu, select **Terminated**.

Bulk Update Employee Status

Update status for 3 selected employee(s).

New Status

Select Option

Selected Employees

- MARIA GONZALEZ
- DARNELL JACKSON
- MATTEO MERCER

Bulk Update Employee Status

Update status for 3 selected employee(s).

New Status

Select Option

Select Option

Archived

Terminated

- MATTEO MERCER

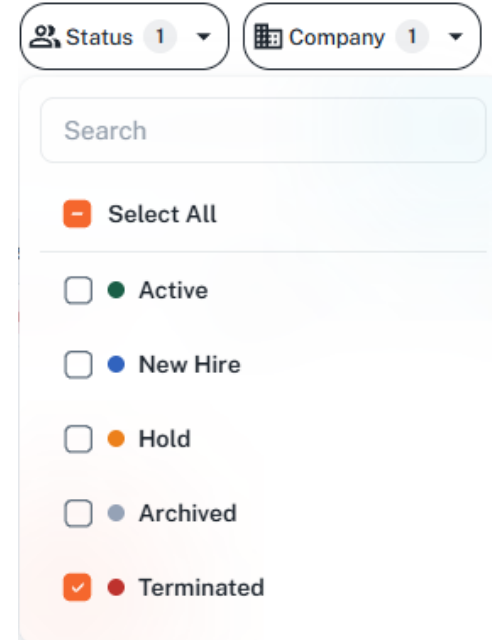
How to terminate multiple employees



Select the **Update Status** option.



To review your terminated employees, use the **Status** filter and select **Terminated**.



Reminder: Because Aprio Connect does not sync termination data with your payroll or POS systems, you will need to process these terminations separately in each of those systems as well.