Terminating an Employee

Despite the term's severity, "termination" refers to when an employee permanently leaves your program for any reason. Use this when employees exit your program because they were terminated, left the program by choice, or for any other reason. Avoid deleting any employees from your PIDS account unless they were never supposed to be there. This ensures that "past" data reports remain accurate.

1. Go to the Employee dashboard by using the side menu or the pull-down menu from the black bar at the top of the screen.
2. Find the employee by typing their name in the search bar.
3. Click on "Actions" and then "Edit" to the right of the employee's name.
4. Scroll to the Classroom Assignment History section at the bottom of the page

4. Find the classroom to which the employee is currently assigned.
5. Click on "Actions" and then "Edit" to the right of the classroom's name.
6. Enter the last date the employee worked at the program in the Leave Date field.
7. Select "No Longer at Program" in the Leave Reason field.
8. Click "Save" to save the section.
9. Scroll to the Basic Information section at the top of the page.
10. Enter the last date the employee worked at the program in the Discharge Date field.
11. Select the appropriate reason in the Discharge Reason field.
12. Scroll to the very bottom of the screen and click "Save."