

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.

ID	Name	Job Function(s)	Hire Date	Termination Date	Program	Actions
SID-56	Betty White	Teacher, TPITOS Reliable Observer, Classroom Coach	10/03/2011		The Meadow	Actions
SID-59	Dennis Haysbert	Teaching Assistant	09/04/2012	10/01/2020	The Meadow	Actions
SID-67	Elliot Page	Consultant	01/01/2010		The Meadow	Actions
SID-58	Hailee Steinfeld	Teacher	01/12/2019		The Meadow	Actions
SID-57	Jackie Chan	Teacher	05/05/2013		The Meadow	Actions
SID-62	Jim Parsons	Teaching Assistant, TPOT Reliable Observer	02/04/2014		The Meadow	Actions
SID-68	John Wayne	Teacher	01/01/2010		The Meadow	Actions
SID-66	Kenan Thompson	Teacher	09/01/2010		The Meadow	Actions

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."

Classroom Assignment History

All Classroom Assignments for this Employee

Classroom	Classroom Job	Assign Date	Leave Date	Leave Reason	Actions
(8) Gerbils	Teacher	01/01/2021			Actions

Previous | Next

Edit Classroom Assignment

Assign Date: 01/01/2021 | Classroom: (8) Gerbils | Classroom Job: Teacher

Leave Date: | Leave Reason: --Select--

Cancel Save

Basic Information

Program: The Meadow

First Name: Kenan | Last Name: Thompson | ID Number: SID-66

Current Email: kthompson@fakeemails.com | Hire Date: 09/01/2010

Termination Date: | Termination Reason: --Select--

Save and Download/Print