MSS3: Locating Terminated Employees

When an employee no longer works for a company, their employment is terminated. You must change their active status in their **Active Status** section of the **Personal Information** page by indicating the terminated condition and effective date. The terminated condition tracks why an employee is no longer employed, and can be used to determine whether a terminated employee is eligible to be rehired. Typical terminated status types are Disciplinary Action, On Leave, and Permanent.

You can locate all terminated employees or a specific terminated employees via the **Terminated Employees** summary sheet or by generating a report.

Terminated Employees Summary Sheet
You can locate all terminated employees in the **Terminated Employees** summary sheet. You can also locate a specific terminated employee, then drill down to their pages, such as Personal Information, Time Card, or Archived Time Card for more information about this employee.

1. Click the Plus icon (⊕) to expand the **Reporting** menu group. Then click **Terminated Employees**. The **Terminated Employees** page is displayed.

2. You can export all terminated employees to Excel and/or PDF, enter the term in the **Filter** field to search a specific employee or click a heading to sort terminated employees as follows.

Terminated Employees

Excel	Print Preview	Filter	Clear								Refresh

Last Name	First Name	ID Number	Badge ↑	Division	Department	Job	Supervisor	Training	Term Date	Duration
Brooks	Mason	2345	2345	Michicare	Z-DEFAULT	Z-DEFAULT	5?0	6?0	02/09/18	7
Dixie	Jenna	5046	5046	Michicare	Z-DEFAULT	Z-DEFAULT	Z-DEFAULT	Default	03/08/18	7
Bromfield	Blake	5121	5121	Michicare	Z-DEFAULT	Z-DEFAULT	Z-DEFAULT	Default	02/19/18	7
Van Hoorn	Hailey	5129	5129	Michicare	Z-DEFAULT	Z-DEFAULT	Z-DEFAULT	Default	05/17/18	4

- Click Excel to export all terminated employees to an Excel spreadsheet.

	A	B	C	D	E	F	G
1	Last Name	First Name	ID Number	Badge	Division	Department	Job
2	Brooks	Mason	2345	2345	Michicare	Z-DEFAULT	Z-DEFAULT
3	Dixie	Jenna	5046	5046	Michicare	Z-DEFAULT	Z-DEFAULT
4	Bromfield	Blake	5121	5121	Michicare	Z-DEFAULT	Z-DEFAULT

- Click Print Preview to export all terminated employees to a PDF document.

Terminated Employees

Last Name	First Name	ID Number		Badge	Division	Department	Job
Brooks	Mason	2345		2345	Michicare	Z-DEFAULT	Z-DEFAULT
Dixie	Jenna	5046		5046	Michicare	Z-DEFAULT	Z-DEFAULT
Bromfield	Blake	5121		5121	Michicare	Z-DEFAULT	Z-DEFAULT
Van Hoorn	Hailey	5129		5129	Michicare	Z-DEFAULT	Z-DEFAULT

- To locate a specific employee, you can enter his/her last name, first name, ID number, badge number, workgroup, or terminate date in MM/DD/YY format in the text field. Wait a few seconds, the search results are returned in the list.

Terminated Employees

Excel	Print Preview	02/09/18	Clear								Refresh

Last Name	First Name	ID Number	Badge ↑	Division	Department	Job	Supervisor	Training	Term Date	Duration
Brooks	Mason	2345	2345	Michicare	Z-DEFAULT	Z-DEFAULT	5?0	6?0	02/09/18	7
Nottingham	Brian	9999	9999	Michicare	Z-DEFAULT	Z-DEFAULT	Z-DEFAULT	Default	02/09/18	7

- Click a heading, for example, *Badge* to sort terminated employees by their badge numbers in ascending or descending order.

Terminated Employees

Excel	Print Preview	Filter	Clear								Refresh

Last Name	First Name	ID Number	Badge ↑	Division	Department	Job	Supervisor	Training	Term Date	Duration
Brooks	Mason	2345	2345	Michicare	Z-DEFAULT	Z-DEFAULT	5?0	6?0	02/09/18	7
Dixie	Jenna	5046	5046	Michicare	Z-DEFAULT	Z-DEFAULT	Z-DEFAULT	Default	03/08/18	7
Bromfield	Blake	5121	5121	Michicare	Z-DEFAULT	Z-DEFAULT	Z-DEFAULT	Default	02/19/18	7
Van Hoorn	Hailey	5129	5129	Michicare	Z-DEFAULT	Z-DEFAULT	Z-DEFAULT	Default	05/17/18	4

3. Once the terminated employee is located, click this entry. The employee's **Active Status** section of the **Personal Information** page is displayed.

Terminated Employees					
Last Name	First Name	ID Number	Badge	Division	Department
Alfred	Timothy	5252	5252	Michicare	Z-DEFAULT
Bromfield	Blake	5121	5121	Michicare	Z-DEFAULT
Brooks	Mason	2345	2345	Michicare	Z-DEFAULT

4. The employee's active status is displayed with *Terminated*, terminated condition, and an effective date.

Personal Information ∨		Active Status ∨		
Last Name	First Name	ID Number	Badge	Division
Bromfield	Blake	5121	5121	Michicare

Revert to Earlier Settings   Change Active Status

Current

Adj	Active Status	Condition	Effective	Comments
✎	Terminated	Permanent	2/19/18	

Historical

Adj	Active Status	Condition	Effective	Comments
✎	Active	Normal	1/12/18	

5. Click **Time Card** or **Archives** in employee page drop down menu to access this terminated employee's time card or archived time card. You can also access other pages of this terminated employee.

Personal Information ∨   Active Status ∨

- Personal Information
- **Time Card**
- Schedules
- History
- **Archives**
- Accruals
- Incidents
- Map

	ID Number	Badge
	5121	5121

Change Active Status

	Condition	Effective
Terminated	Permanent	2/19/18

Terminated Employees Report

You can generate a terminated employees report for specific employees or workgroup within a specific period.

1. Expand **Reports** menu group and click **Shared Reports**.

2. Click the first drop-down arrow and select a report group to locate the **Time Card Report** to open up properties of the time card report.
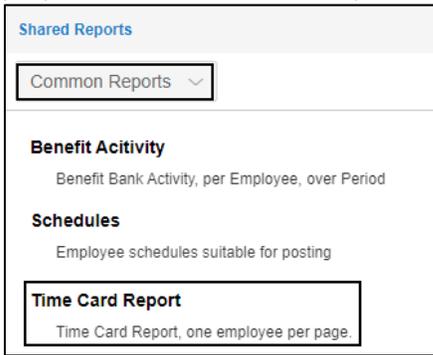
3. On the **Time Card Report** page, click the drop-down arrow for the **Filter** section and choose **Select Filter**. The **Select Filter** dialog is displayed.

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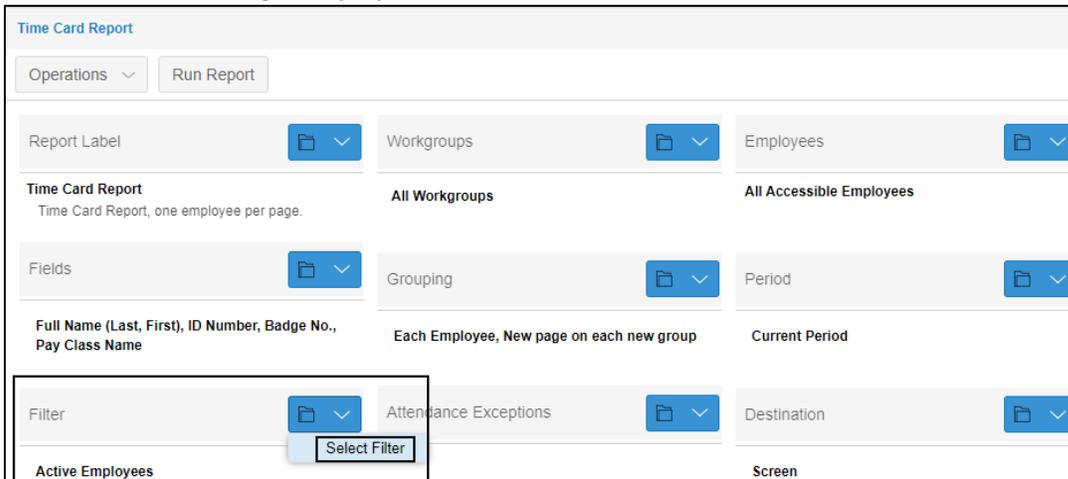
4. Select *Terminated Employees* in the **Filter** drop down list. Then click **Ok**.
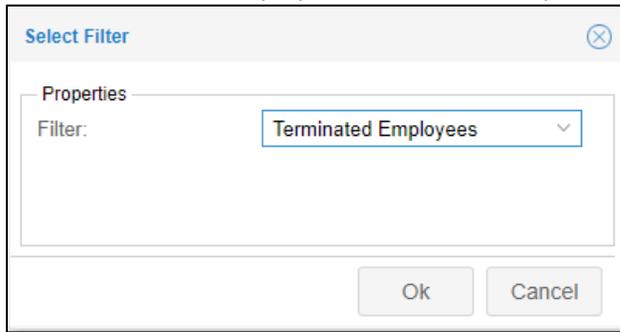
5. *Terminated Employees* is displayed in the **Filter** section.

6. On the **Time Card Report** page, click the drop-down arrow for the **Period** section and choose **Select Period**. The **Adjust Encompassing Period** dialog is displayed.
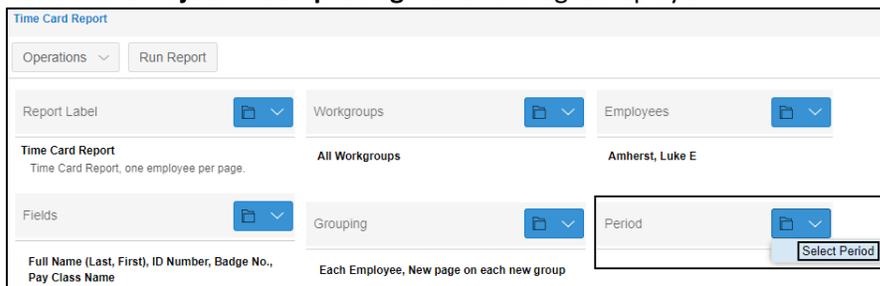
7. Select any period needed, for example, *Previous Period*. Or you can customize the date range by selecting *Custom* in the **Period** field and specify the start date and end date in the **From** and **To** fields. Click **Ok**.

8. The selected period is displayed in the **Period** section.

9. Click **Run Report** to generate a time card report.

10. In the **Build Report** dialog, select the report format (Adobe Reader (PDF) or Microsoft Excel (XMLSS)) in the **Format** field and specify how to obtain the report (Screen or Email) in the **Destination** field. If *Email* is selected in the **Destination** field, specify the email address in the available **Recipients** field. Click **Ok**.

11. In the **Preview Report** dialog, verify the report properties. Click **Ok**.

12. The time card report for terminated employees is exported to PDF or Excel based on your selected destination. You can access employee's time and attendance information when they were hired.

Time Card Report

Custom (01/16/18 to 01/23/18)

Fulham, Brian E

Employee			ID Number			Badge	Pay Class	
Fulham, Brian E			5257			5257	MFT	
Date	In	Out	In	Out	Amount	Schedule	Exceptions	
01/16/18	7:56a	1:01p	1:58p	5:01p	8:00	Unsch	Unsch.	
01/16/18					8:00	Regular		
01/17/18	7:45a	12:50p	1:55p	5:06p	21:55	Unsch	Unsch.	
01/17/18					21:55	Regular		
01/18/18	7:56a	12:00p	12:53p	5:05p	8:00	Unsch	Unsch.	
01/18/18					8:00	Regular		
01/19/18	7:57a	12:03p	12:30p	4:51p	8:15	Unsch	Unsch.	
01/19/18					2:05	Regular		
01/19/18					6:10	Overtime		
01/20/18								