

Easy Time Clock offers various levels of employee status. These are the steps to follow after terminating an employee.

**Step One:**

Terminating an Employee

**Setup tab, Employee Setup**

Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	<input type="password"/> <input type="checkbox"/> Clear (Password is blank)	<input type="text"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated
Berkowitz, David	17	<input type="password"/> <input type="checkbox"/> Clear (Password is blank)	<input type="text"/>	<input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Terminated

To terminate an employee click here.

**Save Changes**

**Step Two:**

Generating Reports for Terminated Employees

Date Filter		People Filter	Hours Filter	Export
Pay Period 4/16/2016 - 4/30/2016 ▼ 15 Days, 10 Weekdays	Date Range 4/16/2016 - 4/30/2016 <input type="button" value="Change Date"/>	Display <input style="width: 50px;" type="text" value="Terminated"/> Department <input style="width: 50px;" type="text" value="All"/> Employee <input style="width: 50px;" type="text" value="Berkowitz, David"/>	Hours <input style="width: 50px;" type="text" value="All"/> Proj. Group <input style="width: 50px;" type="text" value="All"/> Project <input style="width: 50px;" type="text" value="All"/> PTO <input style="width: 50px;" type="text" value="All"/> Note <input style="width: 50px;" type="text" value="All"/>	<a href="#">Print Report</a> <a href="#">Export to Excel</a> <a href="#">Export to Excel (CSV)</a> <a href="#">Export Tardies (CSV)</a> <a href="#">Export to Text</a>

To display terminated employees, use the **People Filter**.

**Suggestions on how to use the Status feature**

**Active:** Employee has access to the system to clock in and out, edit time cards, or track their PTO.

**Inactive:** Employee does not currently need access to the system, but may need access in the future.

- Inactive employees **cannot log in** to the system.
- **Reports can still be generated** for Inactive employees.
- Great for employees who are seasonal or intermittent.
- There is **no charge** per month for Inactive employees, unless employee logged in at any time within the billing cycle.

**Terminated:** Employee no longer works for the company.

- Terminated employees **cannot log in** to the system.
- **Reports can still be generated** for Terminated employees.
- There is **no charge** per month for Terminated employees, unless employee logged in at any time within the billing cycle.

**Deleted:** Only delete an employee if you no longer need their information in the system.

- Deleted employees **cannot log in** to the system.
- **Reports cannot be generated** for Deleted employees.
- After a few months, Deleted employees can no longer be restored. **All records will be lost.**
- Generally used only when a username was created accidentally or for testing purposes.

Status	Department	Shift	Last Activity	Delete
<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated	None ▾	None ▾	4/28/2016 12:05:52 PM	<input type="checkbox"/> Delete

For further help with Terminating Employees, contact Customer Support.

(405) 314-2436 • [Support@EasyTimeClock.com](mailto:Support@EasyTimeClock.com)