Terminate Job

Use EdPay to terminate an employee's job
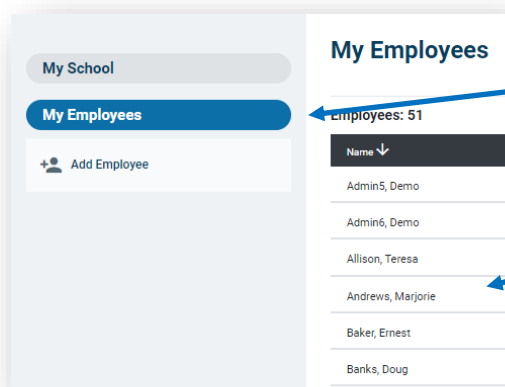
You will need to know

- Employee's last day of duty

- Reason for terminating

EdPay

Log in to EdPay

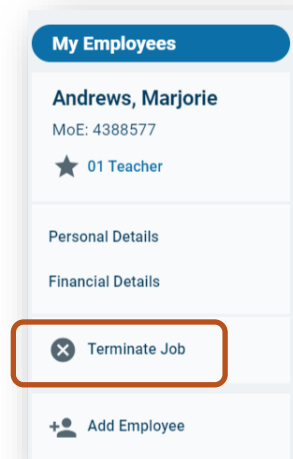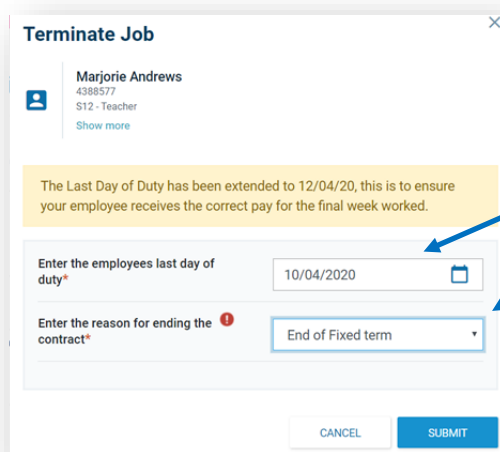**Watch a short demo on how it works**

When you first log in, you see the My Employees page or you can chose it from the side menu

Click on an employee whose job you wish to terminate

How to terminate an employee's job

1. Click on Terminate Job

2. Wait for this box to appear

3. Enter last day of duty

4. Select reason for ending the contract from the dropdown

5. Answer any additional questions that pop up

6. Click SUBMIT