



BerniePortal How To: *Terminate an Employee*

Follow the steps below for instructions on how to terminate an employee.

- Step 1:** Log in to your BerniePortal employer account.
- Step 2:** Select “Employees” from the black bar at the top of the home page.
- Step 3:** Find the employee you wish to terminate.
- Step 4:** Hover over the “action gear” next to their name.
- Step 5:** Click “Terminate.”
- Step 6:** Enter the date of the employee’s last day worked.
- Step 7:** Select *Reason for Termination* from dropdown menu.
- Step 8:** Click “Terminate” to finalize your submission.

.....

Please note - If you have an employee moving from full-time to part-time, contact your customer service representative for instructions. Do not terminate them from the system.