

## Change an Employee Status

### Steps:

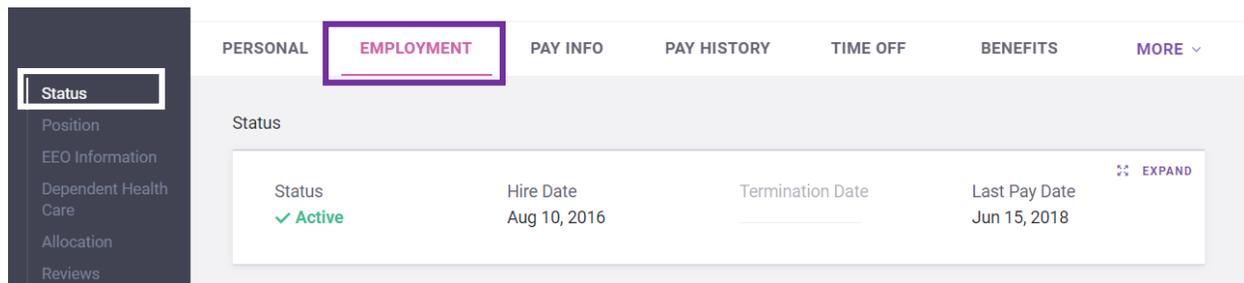
- **My Company → Employees**
- Select the Employee
- **Employment Tab**
- **Status**

### Step 1 –

From the Dashboard, click **Employees** under **My Company** on the left side.

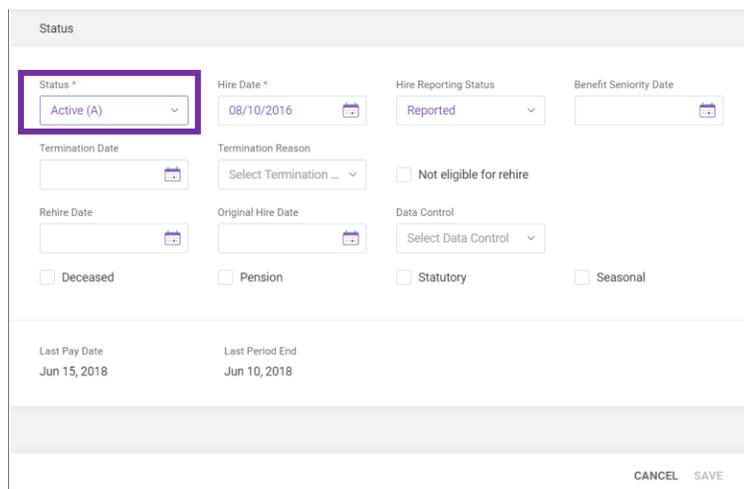
### Step 2 –

Find **Status** under the **Employment** tab and select the pencil icon to edit



Status	Hire Date	Termination Date	Last Pay Date
✓ Active	Aug 10, 2016		Jun 15, 2018

**Step 3 –** Select the new status from the drop down and select **Save**.



**Status**

Status \*  
Active (A)

Hire Date \*  
08/10/2016

Hire Reporting Status  
Reported

Benefit Seniority Date

Termination Date

Termination Reason  
Select Termination ...

Rehire Date

Original Hire Date

Data Control  
Select Data Control

Deceased  Pension  Statutory  Seasonal

Not eligible for rehire

Last Pay Date  
Jun 15, 2018

Last Period End  
Jun 10, 2018

CANCEL SAVE



**Note:** For employee terminations, a **Termination Date** and **Termination Reason** is recommended. Termination Reasons will vary per company.

Status

Status * Terminated (T) v	Hire Date * 08/10/2016	Hire Reporting Status Reported v	Benefit Seniority Date
Termination Date 11/03/2019	Termination Reason Voluntary - Resigne... v	<input type="checkbox"/> Not eligible for rehire	
Rehire Date	Original Hire Date	Data Control Select Data Control v	
<input type="checkbox"/> Deceased	<input type="checkbox"/> Pension	<input type="checkbox"/> Statutory	<input type="checkbox"/> Seasonal

---

Last Pay Date Jun 15, 2018	Last Period End Jun 10, 2018
-------------------------------	---------------------------------

CANCEL **SAVE**

Still have questions? Contact your Dedicated Client Service Team or email us:

North Star Clients - [csnorthstar@viventium.com](mailto:csnorthstar@viventium.com)

Health Services Clients - [cshealth@viventium.com](mailto:cshealth@viventium.com)

Online Clients - [csonline@viventium.com](mailto:csonline@viventium.com)