

Terminated Employees

You can access each terminated employee's records in the Terminates summary sheet. The employee information includes last name, first name, ID, badge, workgroup levels, terminated date, and employment duration.

Terminates								For 11/17/05
Last Name	First Name	ID	Badge Location	Department	Cost Center	Term. Date	Duration	
Allen	William	010040	0 L1	TRANS	S1	05/14/68	37 Yrs 6 Mos 3 Days	
Ashton	Maria	1000	262 L1	AIR MGR	S1	07/06/00	5 Yrs 4 Mos 11 Days	
Benedetto	Raymond	193	0 L1	TRANS	S1	03/18/99	6 Yrs 7 Mos 30 Days	
Coacher	John	000125	115 L1	TRANS	S1	03/14/88	17 Yrs 8 Mos 3 Days	
Cremin	Kyle M	000102	0 L1	TRANS	S1	01/26/81	24 Yrs 9 Mos 22 Days	

You can drill down further to each terminated employee's personal information. For example if you click William Allen in the summary sheet, his personal information is displayed.

You can send the information on the Terminates interactive summary to Excel or to a PDF. Click the Excel icon to save the information to an excel sheet. The Excel spreadsheet with the same information is displayed. From Excel the data can manipulated as needed.