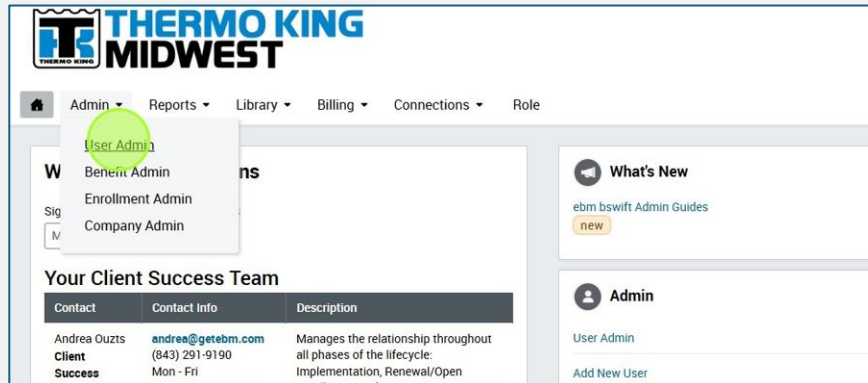
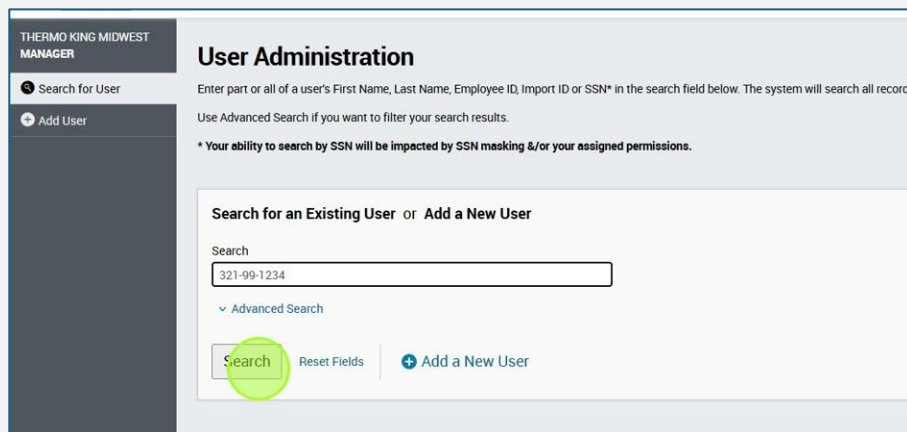


Terminating an Employee in Bswift

1. From the Bswift manager dashboard, select **User Admin** from the **Admin** dropdown.



2. Enter the employee's first name, last name, or social security number and click **Search** to access the employee's record.



3. Select the employee you want to edit.



4. From the employee's record, click the **Employment** tab.

The screenshot shows the 'THERMO KING MIDWEST MANAGER' interface. On the left is a sidebar with options: Search for User, Add User, Impersonate User, View/Edit, Life Events, Notes, Employee File, Personalized Forms, Family Information, Assign Roles, and Clone User. The main area has tabs: Demographics, Employment (highlighted with a green circle), Compensation, Benefits, and HR. Below the tabs, it says 'Tom Test (Employee ID: 98745) (Import User ID: 321-99-1234)'. Under 'Demographic Information', there is an 'Edit' button and fields for First Name (Tom), Middle Initial, Last Name (Test), and Social Security Number (321-99-1234).

5. Scroll to **Termination Information** and click **Edit**.

The screenshot shows the 'THERMO KING MIDWEST MANAGER' interface with the 'Employment' tab selected. The 'Termination Information' section is visible, with an 'Edit' button highlighted by a green circle. The section includes fields for Employee ID (98745), Hire Date (8/1/2025), Re-Hire Date, Years of Service (0), and Original Hire Date. Below this is a 'Termination Reason' dropdown and a 'Last Day Worked' field.

6. Select **Termination Reason** from the dropdown menu.

7. Enter **Last Day Worked** and **Termination Date**. Click **Save**.

The screenshot shows the 'THERMO KING MIDWEST MANAGER' interface with the 'Termination Reason' dropdown menu open. The 'Save' button is highlighted with a green circle. The form includes fields for Termination Reason, Last Day Worked, and Termination Date.

8. Review employee's benefits and term dates for each.

9. Click **Save**. Employment termination is now complete.

The screenshot shows the 'THERMO KING MIDWEST MANAGER' interface with the 'Termination Reason' dropdown menu open. The 'Save' button is highlighted with a green circle. The form includes fields for Termination Reason, Last Day Worked, and Termination Date. A 'Terminate Benefits' dialog box is open, showing a table with columns: Terminate, Benefit Plan, and Last Day of Coverage. The table lists 'Basic Life' and 'Employee Assistance Program' with checkboxes and dates. The 'Save' button in the dialog is highlighted with a green circle.

Terminate	Benefit Plan	Last Day of Coverage
<input checked="" type="checkbox"/>	Basic Life	08/31/2025
<input checked="" type="checkbox"/>	Employee Assistance Program	08/31/2025