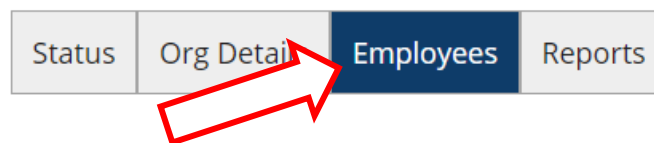


Organization Administrator’s Guide to Managing Employment End Dates

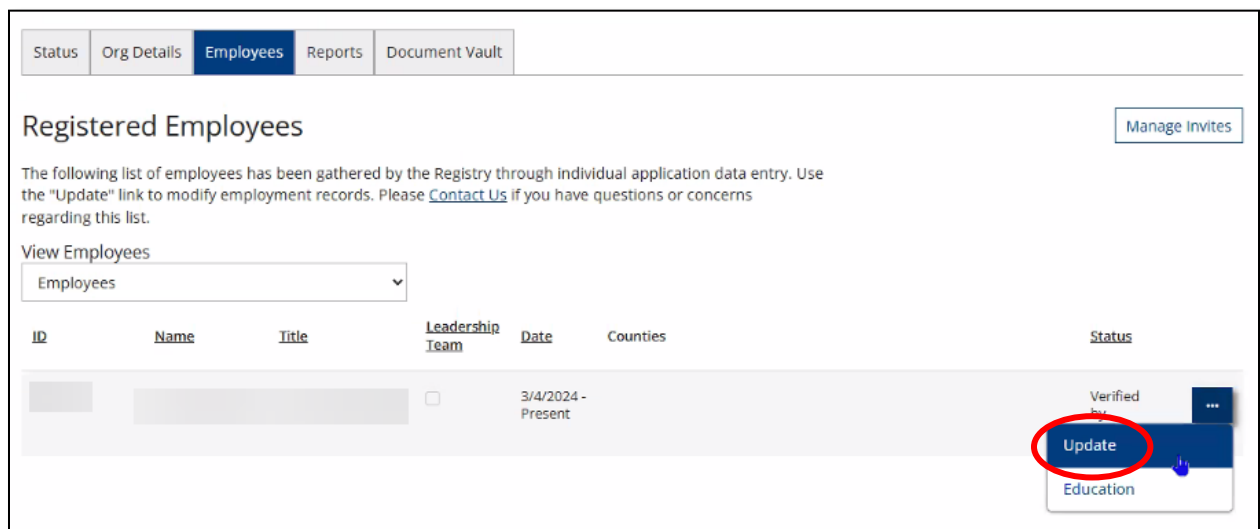
This document outlines the steps for an Organization Owner to end date an Interventionist’s Employment.

Prior to ending employment, ensure that all Interventionist Training and Qualifications are up to date. End Date all County Assignments before end dating Employment.

1. Click on the **Employees** tab.



2. Scroll to the Interventionist to end employment. Click the three dots and select Update.



- Once selected, click the radio button **This individual is no longer employed** and enter the employment end date.

Update Employment Record

☐ This individual is currently employed

Start Date

3/4/2024

☒ This individual is no longer employed

End Date

09/02/2025

Early Intervention Counties

Add County

County	Effective From	Effective To
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- Scroll down and select **Save Changes**.