

Separation of Employment Procedures

Within 24 Hours of Employee's last day of employment:

Exit Form

- Go to asseffenterprises.com
- Click on Company Documents
- Click on Exit Form
- Fill in all sections on the form (if not applicable, fill in N/A)
- Click yellow Submit button at bottom of page

Employee Maintenance

- Go to Subway.com and scroll to bottom and click on Partner: The Feed
- Drop down Operations
- Click Live IQ (under In Restaurant)
- Click Launch Live IQ
- Drop down Reporting and click Labor
- Click Employee Maintenance
- Search for employee's name and click the Edit pencil on the left
- Scroll to Employment section and click green Separate button on bottom left
- Click check mark at the right of the separation date
- Click all 3 requests to add end dates and then Apply button in the dialog box that appears
- Click green Save button at bottom right of screen

After employee's final paycheck is issued:

Team Access

- Go to Subway.com
- Drop down Technology
- Click Team Access (under In-Restaurant Technology)
- Launch Team Access
- Search for employee's name and click on their username
- Uncheck the Active box
- Click the blue Save button on bottom left of screen

POS

- Go to Restaurant Functions, Labor, Employees, and search for employee name to make sure they are no longer active in the POS. If still active, highlight their name and click View/Edit, uncheck Active box, and click Save.