

Separation of Employment Procedures

**Below are all the necessary steps that must be completed to keep company records accurate and up to date*

- Complete an Exit Form on asseffenterprises.com
- Deactivate the person's file on Subway.com
 - Log into your own Subway.com account
 - Click Menu in the top left corner
 - On the Training section, click Team Access
 - Click the person's username
 - Remove the check mark next to Active and click save
- Deactivate the person's file on LiveIQ Scheduling
 - Log into your own Subway.com account
 - Launch LiveIQ and hit the down arrow in the top left corner
 - Click Labor
 - Click Employee Maintenance
 - Search for the person and click the edit pencil on the far left
 - Scroll down to the Employment section and click Separate
 - Click the check mark under Action
 - Then a dialog box will pull up with several boxes that need to be selected before hitting Apply
 - Click Save
- Deactivate the person's file on SubwayPOS (register CPU)
 - After you have printed the Weekly Time Punch Report for your weekly folder, you can deactivate the person's employee file on SubwayPOS
 - Go to Restaurant Functions
 - Click Labor
 - Click Employees
 - Click View/Edit Employee
 - Find the person's name and click View/Edit
 - Uncheck the Active box
 - Click Save