myAPERS

Enter Termination Information

Purpose: The purpose of this function is to enter information regarding an employee's termination from the employer. This function is only necessary for AASIS users who have members who are retiring. Adding this date allows us to verify their termination and issue their first retirement payment on time. This termination date does not affect AASIS or your payroll, when you add the termination date to AASIS it will override what you keyed into COMPASS.

Step 1: From the main menu, select the Roster tab.

Home	Employer Info	Account	**Roster**	Seminars	Admin	FAQs
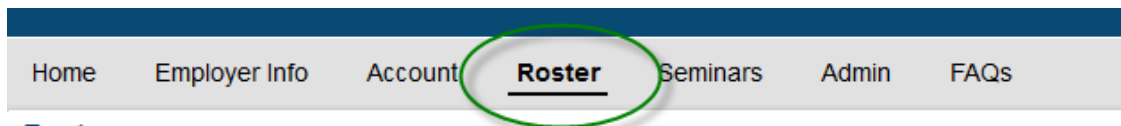
Step 2: At the Roster window**,** enter the Social Security Number in Search field.

Roster

Nickname:	All
Search:	XXX_XX_XXXX
Status:	Active

Step 3: Click the Actions link in the member's row and select Terminate from the dropdown menu.

Tools	APERS ID	SSN	Member	Job Category	Status	Plan
Actions	3142237	XXX-XX-0893	AGUELAKAKI...	Regular	Active	Contributory
Terminate		XX-4162	ARRINGTON, ...	Regular	Active	Contributory
Review Employee Information		XX-3013	BELL, STANL...	Regular	Active	Contributory

Step 4: Add the termination date and click the Save button. All done.