

# Instructions on how to terminate expired applications in NABCS

1. Access the provider roster by selecting Employees and then Roster.
2. Under Employment Status select -Active- from the drop down list and click Search.

Home Applications Determinations Appeals **Employees** Search Reports Reference Admin

Provisional Permanent **Roster** Separated New Background Check Needed

Employees: Roster

Filter Criteria

Division:

Provider:

Program:

Last Name:

Employment Status:  ←

Employee Type:

Position Category:

Position:

Hire Date:

Hire Date to:

Verification Date:

Verification Date to:

Is Eligible:

←

3. Review the list for those individuals where the Determination is listed as **Eligible-expired**. Under the action column you will select Terminate.

Results

Provider	Name	Position	Employee Type	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination	Action
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Test, Enhancement</a>	Personal Care Worker	Employee	Permanent		04/18/2015	Eligible - expired	✘ Terminate
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Testdecember, Joy</a>	Individual Service Provider	Volunteer	Permanent		04/05/2016	Eligible	✎ Edit
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Winter, Test</a>	Caregiver	Employee	Permanent	11/20/2014	11/20/2014	Eligible - expired	✘ Terminate

3 Total Results

4. A Terminate Employment Box will appear. Here you will enter the Separation Date and click Save.

**Terminate Employment**

Fall, Test

**\* Required**

Employment Status: Separated

Provider: Rich Grayson Test Facility

Position Category: Assisted Living Facility

Position: Caregiver

Hire Date: 11/5/2013

Verification Date:

Provisional Hire Date: 11/5/2013

\* Separation Date:  ←

5. Repeat steps 1-4 for all individuals whose background checks have expired.