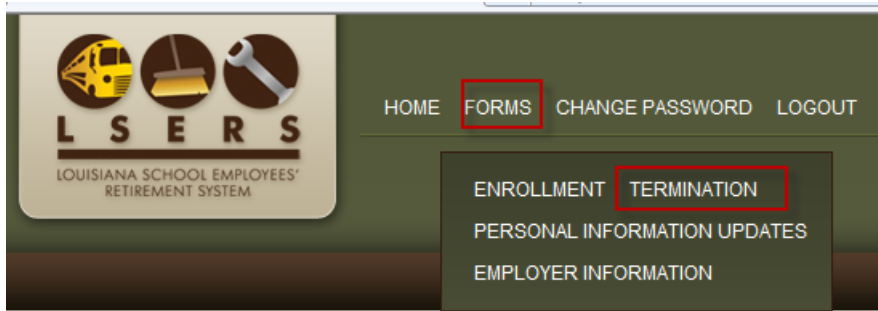


1. Log in to [LSERSWeb](#) and access the online Termination form. Refer to [Log in](#) procedures for logging in.
2. Hover your cursor over the word Forms and choose Termination. You will only be able to access the online processes you were registered for on your Authorized Employer Contact form.



3. Complete the on line form.
 - A. Enter the social security number of the member to terminate.
 - B. Enter the date of termination which is the last day of work for which member received pay or last day of leave.
 - C. Enter the months in the employees' contract, ie, 9, 10, 11, or 12.
 - D. Click Add Additional Terminations, if applicable.
 - E. Click update to submit.

Termination

Employer: will populate with your agency name

Date of termination is the last day of work/paid leave, date of death or day before DROP begin date.

Social Security Number	Name	Date of Termination	Months Contract	Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D
E

4. The termination will be updated to LSERSWeb the next business day.