

QUICK REFERENCE GUIDE

MARKING A STAFF MEMBER AS LEFT

This quick reference guide is designed to provide a quick starting point for marking a staff member as left and tidying up the staff record. Further information can be found in the Staff Maintenance Administrators Guide.

EDITING THE STAFF DETAILS

- From the Staff menu select Search
- Search for the staff member and click onto the **Staff Details** action.
- From the Staff Details page, click onto the **Staff** tab.
- Enter the date that the staff member left or is due to leave in the Ended field
- Click onto **Apply** to save the changes

Once the Ended date has been reached on the staff record the following will apply:

- The staff member will no longer be able to login to the system.
- The staff member will no longer appear in the standard staff search screen, which by default only shows current staff.
- Idle timesheets after the ended date will be removed for the staff member as part of the period end process and as part of the automatic timesheet creation routine if being used.
- The license for the staff member is released and can be re-used.