



ONSITE TRACK EASY CONCOWEB

USER GUIDE-ENDING EMPLOYMENT

Login to Onsite Track Easy



LOGIN

Please go to <http://secure.onsitetrackeasy.com.au/> and click on “Login” in the top menu bar.

- Contractor Company Administrators, this guide will show you how you can end employment for one of your employees.
- Note that the card is still active, as the individual owns the card and ID number. This process will just remove them from being in your employment and associated to your company.
- Unless you are a ConcoWeb Administrator, and have the user right “Can End Employment”, you will not see some of the following screens and will be unable to end employment for people.

onsite track easy

logged out

app6
change server

Onsite Login

Please enter your Username and Password.

Username: 224352

Password:

login

Login to Onsite Track Easy



LOGIN

On the home page of Onsite Track Easy, you can see what ConcoWeb subscription you have.

- The Onsite Track Easy home screen after you login will look different for user depending upon your settings.
- This is the standard screen ConcoWeb Administrators will view.
- A paid version of Onsite Contractor Full is available that gives extra reporting and features.
- You can view the differences before opting to upgrade at this page here:
<http://kb.pegasus.net.au/pages/viewpage.action?spaceKey=OCCS&title=Onsite+Contractor>

Welcome to Onsite Contractor

▶ Click **home** in the menu to return here at any time.




▶ Use the **person, my user account** command to change your **password** or **username**.

timezone: **Australia/NSW**
Latest loginout

What is Onsite Contractor Basic?

This is a website provided **free** so you can view data about your company and your employee contractors from all your client sites using **Onsite Track Easy**.

Onsite tracks **compliance, training and site access** records such as company certifications, employee competencies, training bookings, site logins and activities.

 **"Full View Employee"**. This free subscription lets you can see all company and training data but employee reports are limited to the one person at a time. This icon appears with that person's name on each report. Go to the **person, employees** page to change the person.

For **unrestricted reporting** on all your employees' data you can purchase a subscription to **Onsite Contractor Full**. [purchase](#)

You've already had a subscription which was not renewed on expiry. Email sales@onsitetrackeasy.com.au for more information.

Sites Listing Your Company

These are the sites listing a work association with your company in Onsite. Use the **sites report** for more details on these sites.

- ALDI Driver - Demonstrator
- ARTC - Head Office
- CPB Contractors Global Home Site
- CRN Country Regional Network



ENDING EMPLOYMENT

Ending Employment



STEP 1

On the home page of your ConcoWeb, Open the Employees Page.

- From the Person Menu, Choose Person, then Employees.
- Depending upon your version of ConcoWeb, you might need to select a full employee to view. Click on the down arrow to list your employees, select one and press SAVE.
- This will allow more visibility and functions when viewing that employee
- Now search in the FIND box on first name or last name, for the selected employee
- Full ConCowebs subscribers do not need to view a full employee.

person | com

lookup by id

lookup roles & comps

employees

my session preferences

my user account

users

Employees for Pegasus Employment

Find

PEGASUS EMPLOYMENT

search

Found 1 match.

Name	Id	Employer	Roles
QA, test	002 155 889	Pegasus Employment	Employee, Cont

Full View Employee

printer friendly

PLEASE SELECT A 'FULL VIEW EMPLOYEE'

You are using Onsite Contractor Basic which reports on data from a single employee known as the 'Full View Employee'. Please click the change button and select one of your employees from the list.

Until that is done you will not be able to use the reports.

OK

Full View Employee

Spurling, Sarah

(none selected)

Dykes, Rebekah

Spurling, Sarah

save

Select employee and click Save.

Ending Employment



STEP 2

View the employee's general tab

Click the "View" button to continue the process.

- Your chosen employee should now appear. Click on their name to open their profile
- This will display their details.
- We need to view the employer details in order to make changes.

The screenshot shows the Pegasus Management System interface. On the left, a search box contains 'sarah' and a dropdown menu shows 'PEGASUS MANAGEMENT PTY'. A green 'search' button is below. Below the search box, it says 'Found 1 match.' and a table lists the search results. An orange arrow points from the search results to the profile view. The profile view for Sarah Spurling (cardholder) shows tabs for 'general', 'competencies', 'keys', 'training', 'messages', and 'report'. The 'Works For' section contains a table with columns 'Company', 'Id', 'Association', 'Roles', and 'View'. The 'Roles' section shows 'Employee, Contractor' with a 'View' button. An orange arrow points from the 'View' button in the 'Roles' section to a larger 'View' button in a separate box.

Name	Id	Employer	Roles
Spurling, Sarah	001 015	Pegasus Management Pty. Limited [TfNSW]	Employee, Contractor

Company	Id	Association	Roles	View
Pegasus Management Pty. Limited [TfNSW]	64251	Employee	Employee, Contractor	View

Roles	View
Employee, Contractor	View

Ending Employment



STEP 3

Click “end employment”

Complete the admin note fields

Click “proceed” to end employment

- You now have the option to End Employment for this employee
- This will open a new screen to complete the task.
- An administration note will appear for you to complete. This will record who made the change and any notes related to this.
- Complete the administration note and press Proceed.
- The employee will now no longer be associated to your company.

Sarah Spurling (employee) 001 015 180

general

End Employment of Sarah Spurling with Pegasus Management Pty. Limited [tfnsnw]

Warning
Ending employment requires you to enter an Admin Note.
NOTE: THIS WILL BE A GLOBAL CHANGE!
If you proceed, this person will no longer work for this company anywhere in the system. This may affect their logpoint or user access and restrict visibility of their data assignments.

Employer: Pegasus Management Pty. Limited
Training Email: sspurling@pegasus.net.au
Employee No:
Department:
Emp Status:
Contractor:

back edit

ASSOCIATIONS
Found 0 site associations.

end employment

Authorised By: Steve Administrator
Comment: Person no longer works for our company

cancel proceed

▶ To proceed you will need to name the person who has authorised this change, which may be you, and to explain why this change is being made.
▶ Your entries will be logged in an Admin Note for future reference.
▶ If you cancel, this person's employment will NOT be ended, and you will return to the previous page.



FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

1300 131 194

OR EMAIL **support@onsitetrackeasy.com.au**