



# **ENDING EMPLOYMENT IN ROLES PORTALS USER GUIDE**

# Login to the desired Contractor Management Portal



## LOGIN

Go to the desired  
Poweredbyonsite Portal

Enter your username and  
password and click “Login”

- This guide assumes you already have an existing Login and you are an administrator of the desired Contractor Management Portal
- To allow Portal Users (company administrators) the ability to efficiently remove the employment association / status of their employees who are no longer employed by their company
- Company Administrators no longer have to contact Pegasus to request someone to ‘End Employment’ for their worker

Pegasus  
Powered by Oracle

Welcome to the  
Pegasus Portal

What is your role?

COMPANY ADMIN WORKER

Company Admin Portal

Login to manage roles and competency checks  
for your company's *workers*.

918261

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LOGIN Register  
Recover my password  
Login with Pegasus Account

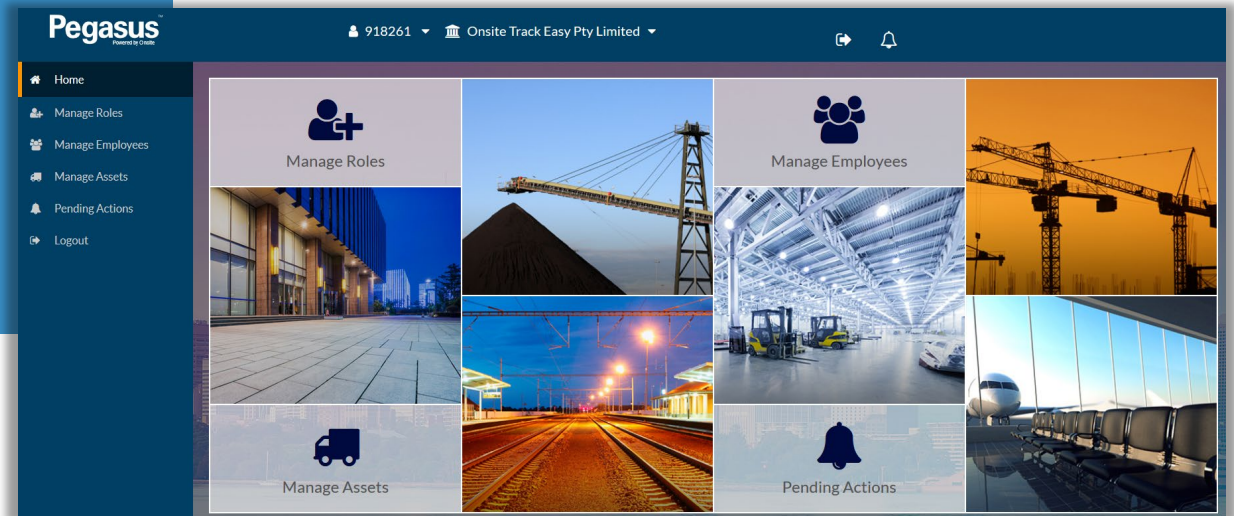
# Login to the desired Contractor Management Portal



## LOGIN

After login you will be taken to the portal home page.

- This page is where you start most of the functions related to managing your employees.
- You can manage their roles, add employees, or look up employees that are yet to be completed under the “Pending Actions” page.





# ENDING EMPLOYMENT

# Ending Employment

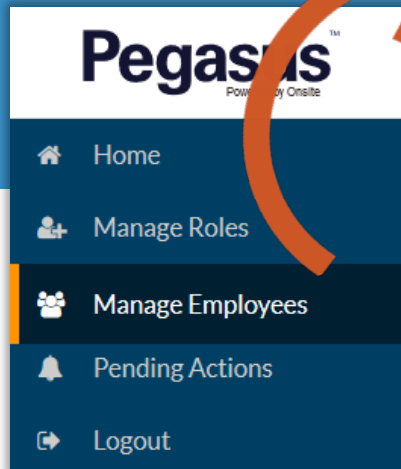


## STEP 1

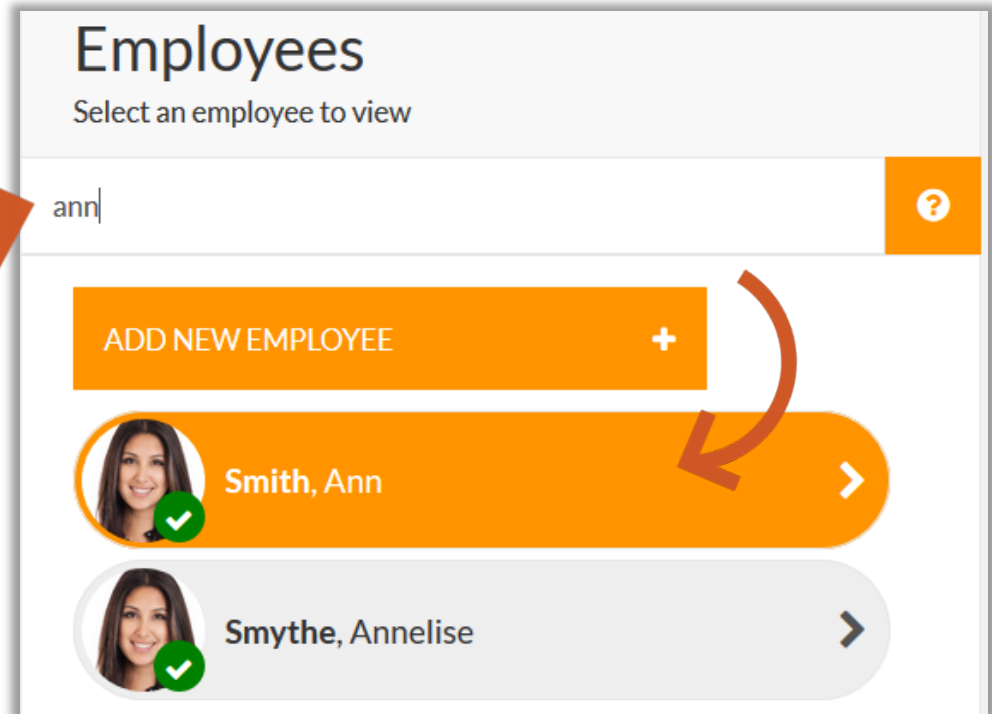
Click on “Manage Employees”

Click in search box , type name of employee and results will appear

Click the employee you wish to view



- Employees can be searched by First Name or Last Name.
- As you start typing, the search box will start filtering



# Ending Employment



## STEP 2

Click on “End Employment”

This will open a new screen that confirms your action before proceeding.

- The End Employment option is now visible in all Roles Portals

**Employees**  
Select an employee to view

ann

ADD NEW EMPLOYEE +

Smith, Ann

Smythe, Annelise

**Manage Employee**  
Manage a selected employee

Smith, Ann  
ID# 3099668  
Approved

DOB: 01/01/1980    Gender: Female  
Phone: 0432112345    Email: dchallen@pegasus.net.au  
Address 426 King Street, Newcastle, NSW 2300 AU

Work Roles 0 3 0 >

Re-invite / Reset Password

End Employment

# Ending Employment



## STEP 3

Click on “Proceed” Take note of the impact.

Press “Back to Manage Employees” if this was done in error to cancel.

- Ending employment will REMOVE them from your view and your company. If you proceed, you can no longer see them in your Portals.
- They will still retain all competencies and roles, but will no longer be visible to you in any Portals you manage.
- If removed in error, you will need to contact Pegasus to have them re-instated as an employee.
- A slight pause will occur after pressing “Proceed” and it will return you to the Manage Employees page, with the previously selected employee, no longer being visible.

## End Employment

End employment for selected employee

### Warning

This will end the employment of the selected employee. Your name and the time at which you do this will be logged for auditing purposes. Are you sure you wish to continue?

If there is any non-completed training, that cannot be 'auto-completed', for the selected employee, you will not be able to end their employment until the person is removed from the training.

Back to Manage Employees

Proceed





FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

**1300 131 194**

OR EMAIL **[support@onsitetrackeasy.com.au](mailto:support@onsitetrackeasy.com.au)**