

User Guide

Company | Ending Cardholder Employment

STEP ONE | Adding a Company to a Cardholder

In the Cardholders profile next to the Works For table click 'View' for the company that you want to end employment for.

Felicity Stevenson (cardholder)

general competencies roles tasks keys training site co
report

Works For

Default	Company	Id	Site Association	Roles	View
set	Onsite Track Easy Pty Limited	251	Employee	Employee, Contractor	View
✓	Pegasus Management Pty. Limited	138	Employee	Employee	View

add

Click the end employment

ASSOCIATIONS

Site	Association			
	For	By	Type	Home Site
Pegasus Newcastle (CURRENT SITE)	Pegasus Management Pty. Limited	Felicity Stevenson on 25 May 2018	Employee	YES

end employment

An admin note will appear for you to complete.

Onsite Admin Note Popup - Google Chrome

Secure | <https://staging.onsitetrackeasy.com.au/common/popup/adminNote.jsp?actionText=PGZvbnQ...>

Warning

The requested action requires you to enter an **Admin Note**.

End Employment with Pegasus Management Pty. Limited

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.

Authorised By:

Comment:

- ▶ To proceed you will need to name the person who authorised this action, which may be you, and to explain why it is required.
- ▶ Your entries will be logged in an Admin Note, which can be accessed from the Report menu.
- ▶ If you cancel, this action will NOT proceed, and you will be returned to the previous page.