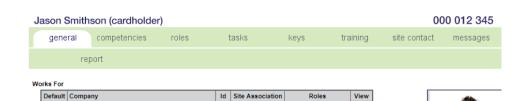


Ending cardholder employment

ENDING CARDHOLDER EMPLOYMENT



Employee

Employee

251

138

Step 1

In the cardholder's profile next to the *Works For* table, click *View* next to the company you will be ending employment for.

ASSOCIATIONS

set Onsite Track Easy Pty Limited

√ Pegasus Management Pty. Limited

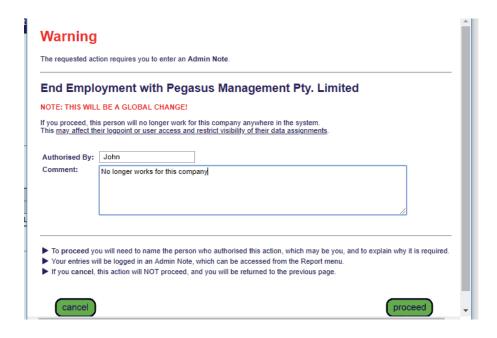
Site	Association			
	For	Ву	Туре	Home Site
Pegasus Newcastle (CURRENT SITE)	Pegasus Management Pty. Limited	Jason Stevenson on 25 May 2018	Employee	YES

end employment

Step 2

Click end employment.

ENDING CARDHOLDER EMPLOYMENT



Step 3

An administration note will appear for you to complete.

Click *proceed* to finalise the process.



For questions or assistance please call 1300 131 194 or email support@onsitetrackeasy.net.au