

Terminate an Employee

Last Modified on 20/10/2023 3:32 pm BST

Permissions

You will require an Access Role with the following permissions:

- Employees

1. Navigate from the **Home** page to **Administrative Settings | User Management | Employees**.

Employees

Search Options

Enter surname of employee (or lead characters)	<input type="text"/>	Username	<input type="text"/>
E-mail Address	<input type="text"/>		
Role	[None] ▼		
Signoff Group	[None] ▼		
Default Department	<input type="text"/> ▼		
Default Costcode	[None] ▼		

2. Search for the employee.

3. Click  next to the correct employee.

   	Peter	Mr	Peter	Cowen	Line Manager	peter.cowen@allocatesoftware.com
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4. Click the **Work** tab.

5. Select the **Termination Date** using the date picker .

Employee: Shane_dool
Employee Details

- General Details
- Permissions
- Work**
- Personal
- Claims
- Notifications
- Authoriser Level

Employment Information

Credit Account	<input type="text"/>		Payroll Number	<input type="text"/>
Position	<input type="text"/>		National Insurance Number	<input type="text"/>
Hire Date	<input type="text"/>		Termination Date	<input type="text"/>
Employee Number	<input type="text"/>			
Primary Country	<input type="text" value="United Kingdom"/>			
Primary Currency	<input type="text" value="Pound Sterling"/>			
Line Manager	<input type="text" value="Shane Dooley (Shane)"/>			
Starting Mileage	<input type="text" value="0"/>		Starting Mileage Date	<input type="text"/>
Current Mileage	<input type="text" value="0"/>		Excess Mileage	<input type="text"/>

 **July, 2023** 

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: July 18, 2023 

6. Click **Save**.

Note: When an employee leaves the company, their employee record should be archived to prevent them from having access to the system in the future.