5 Entering an End Date for a Post

Where an employee leaves the organisation due to limit of tenure they should be entered as a leaver, and also an end date for the Post should be entered. Entering an end date for the Post will automatically also end the position.

1.   Use the search facility to find the post
2.   Select the correct post
1.   Choose Post details

2.   Click in the end date change tick box and the end date field will be displayed.

3.   Enter the end date of the Post

4.   Click on the [Save] button.