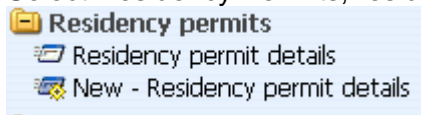


1.10 Residency Permit Details

Where an employee requires a residency permit, details can be entered using this form.

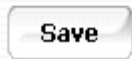
1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

1. Select Residency Permits, residency permit details



2. The residency permit form will be displayed

Residency permit details:	Name: Miss Libby Bush	Job title: Clerk
	Social security number: NH904568A	Pers ref: 30000018
Residency permit number	<input type="text" value="69332125"/>	
Residency permit issue date	<input type="text"/>	
Residency permit expiry date	<input type="text" value="09/05/2008"/>	



3. Edit the residency permit number, issue date and expiry date as required.

4. Click the  button.