

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

Post details: Researc	h Associate (History)
Pos	Research Associate (History)
Start date	10/03/2007
End date change	· 🗖
End date	
Post reference	9 50000079
Current statu:	; Live
Job share	
Suspend from	
Suspend to	
Probationary period	
Location	1
Structure group :	School of the Humanities and Social Sciences 💌 $][$
Structure group 2	2
Third party return details	
Teache	
	Save Delete

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

	End date change? 🔽		
	End date		
3.	Enter the end date of the Post		
4.	Click on the Save button.		