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
3. Choose Post details
   - Post details: Research Associate (History)
   - Start date: 10/03/2007
   - End date change? [ ]
   - End date
   - Post reference: 500000079
   - Current status: Live
   - Job share [ ]
   - Suspend from [ ]
   - Suspend to [ ]
   - Probationary period [ ]
   - Location [ ]
   - Structure group 1: School of the Humanities and Social Sciences
   - Structure group 2 [ ]
   - Third party return details [ ]

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.