

## **3** Leaver Processing for Pensioners

When it becomes necessary for a pensioner to be made a leaver, it is not necessary to go through the whole process chain. Therefore, it is better to enter their leaving details via the Occupancy maintenance screen.



## Step 1: Enter the leaving details for the individual

## Navigate: Pensioners Organisation > People (find person) > Employment > Occupancy Maintenance screen

- a) Complete the leaving date and the reason for leaving
- b) Tick the box next to the pensioners organisation
- c) Save

Occupancy maintenance: Mr CHARLIE BLAKE	Name: Mr CHARLIE Social security number: NP65	BLAKE Job title: BLAKE, C 59812C Pay ref: 40000001 Pers ref: 40000001
Leaving details		
Leaving	) date 03/05/2007	
Last workir	ig day	
Last paymen	t date 🔲	
Reason for le	eaving Death 📃 🚄	
Exit interview com	olete? 🗖	
Occupancy details		
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## Step 2: End date their position

- a) Still within the individual's record select position from the employment folder.
- b) Now select the position details form
- c) Tick the box entitled 'End date change?'
- d) Now enter the end date so it is the same as the leaver's date
- e) Save