

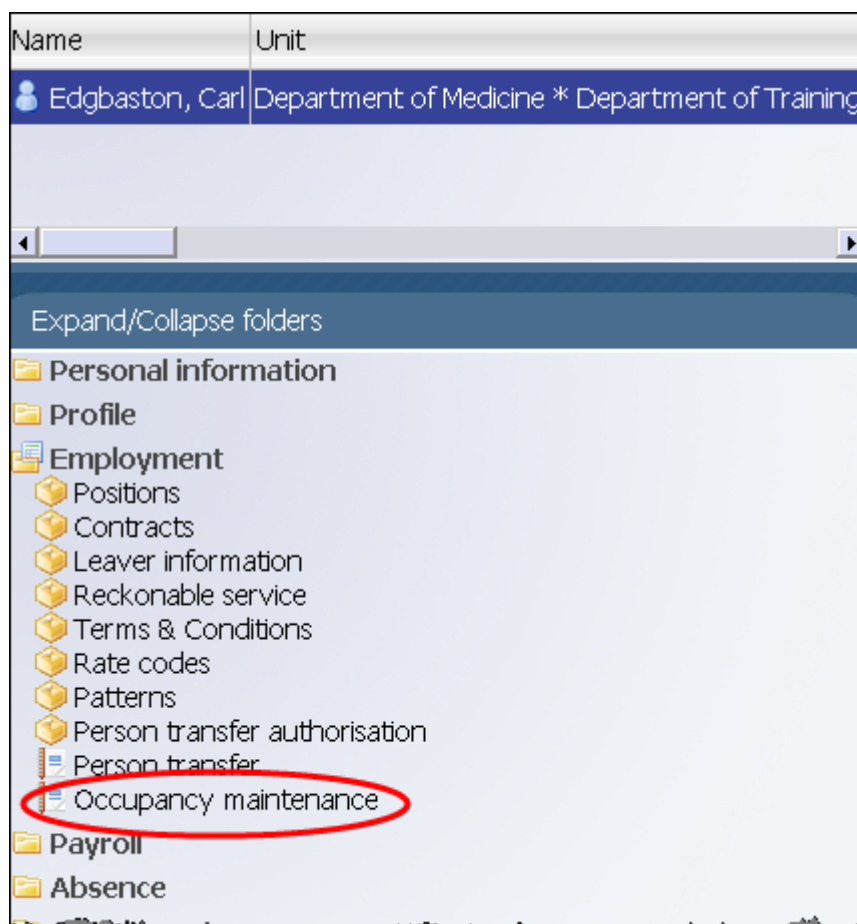
4 Occupancy Maintenance

Occupancy Maintenance enables you to enter leaving details against one or more selected positions that an employee holds.

This option is required where a person holds two positions simultaneously, such as Professor and Head of Department, and their position as Head of Department is to end but they are still to be employed as a Professor.


Navigate: Organisation > People (Select a person) > Employment > Occupancy Maintenance


1. Use the search facility to find the person.
2. Select the Employment folder and then Occupancy Maintenance




3. Enter the effective date


4. In the occupancy details all positions that the employee holds will be shown. Select the tick box for the position that the employee is leaving. (Ticking University of Cambridge will automatically tick all positions held, so **DON'T** select this option!)
5. Enter the leaving date when the person will leave the selected position
6. Select from the drop down list the reason they are leaving.


 This person will leave any organisation, contract or position selected.


Occupancy maintenance: Professor Carl F Edgbaston 

Leaving details

Leaving date 





Last working day 

Last payment date 

Reason for leaving 

Exit interview complete

Occupancy details

	University of Cambridge	<input type="checkbox"/>
	C F Edgbaston	<input type="checkbox"/>
	Deputy Head of Department (70004753)	<input checked="" type="checkbox"/>
	Professor (90000086)	<input type="checkbox"/>

7. Click on the Save button.

1.1 Entering an End Date for a Post

Where an employee leaves a position due to limit of tenure, their occupancy of the position should be ended, and where no future person is to occupy the position 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 (use Organisation Explorer)
2. Select the correct post
3. Choose Post details

Post details: Deputy Head of Department

Post Deputy Head of Department

Start date 03/03/2009


End date change


End date


Post reference 50003555

Current status Live


Job share


Suspend from 


Suspend to 

Probationary period  II

Location II


Structure workflow group  II

Structure group 1 School of Clinical Medicine  II

Structure group 2 Contract team B  II

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

End date change

End date 

5. Enter the end date of the Post
6. Click on Save