

When an employee leaves the company, his or her personnel file is transferred automatically to the **Alumni** section. This happens when the last working day, as specified in the employment contract, is reached or the employment status is changed manually to Alumni.

An overview of all the alumni files is stored under the tile **Alumni**.



Alumni

If an end date for a contract has been specified in the personnel file, the personnel file is automatically transferred to the section **Alumni** the day after the employee leaves the company.

According to the contract, employment ends on 30th September 2019. Until this time, the employee's data were managed in the section **Employees > Personnel File**.

The personnel file is automatically transferred to the **Alumni** section on 1st October 2019 (the day after employment ends).


If an employee ends his or her employment with the company, you can select **Alumni** in the employment status in the personnel file.

The personnel file appears in the **Alumni** section after the change has been stored.

In the alumni file

Some fields are locked for editing.

Documents associated with the end of employment such as a job reference, can be attached to the alumni file or changed at a later date.

 Alumni

Open last report

Personnel ID	First Name	2	3	4	5	6	7	8	9	10	11
101	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
102	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
103	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
104	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
105	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
106	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
107	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
108	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
109	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980
110	John	1980	1980	1980	1980	1980	1980	1980	1980	1980	1980

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The personnel file can be managed in the Alumni section from now on.