

Start and end dates

A **Start date** can be in the past, the present or the future so that you can capture existing as well as future contracts.

If a start date is in the past, it is not possible to change the type of contract. However, if you wish to do this, you have to delete the start date and re-capture it after you have changed the contract type or select a future start date for which the new contract type is valid.

An end date is entered when contracts are terminated or for limited contracts. When an employee leaves, the field **End date** is automatically filled if you enter a termination date and a period of notice. The end date is equivalent to the last working day.

It is possible to upload a certificate of employment or a reference drawn up by the company beside the field **End date**.