End of employment contracts

When an employment contract ends, the date of termination and the period of notice have to be entered. The end date will then be determined automatically, entered in the field and will be equivalent to the last working day. The employee's status then changes to *Under termination*.

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

It is essential to enter a *Reason for termination* which should show why employment has ended and who ended it.

Additional information such as a short description in a comments field or termination during the probationary period can also be included.

If the employee in question had access to the system, he will be blocked from the *date of release from employment.*

When the end date has passed, the employee's status changes to *Alumni* and the login details for this employee are no longer valid. It is no longer possible to view his survey results or details in the who-is-who section from this date.

However, you can keep and alter former employees' personnel files. It is also possible to change the status of a former employee to a current employee, if this person returns to work for the company.

If a contract is limited, the start and end dates have to be entered and the status has to be set to *Limited* for the contract type. When the end date has passed, the employee is automatically set as inactive and can no longer log into the system. The status changes from *Employed* to *Alumni*.

It is essential to include a *Reason for termination* and in this case *Season* should be entered. In the case of limited contracts, it is not necessary to enter *Date of termination* or the *Period of notice* because the end date was defined in the contract from the beginning.

The *Last working day* may be different from the end date if the employee still has holidays to take or is released from duties beforehand. The last official day on which the employee worked should be entered here.