



Ending cardholder employment

## ENDING CARDHOLDER EMPLOYMENT

To end a cardholders employment, you will need to log into Onsite Track Easy with your user account. Generally this process is limited to user accounts that have permissions to "Can End Employment"

As a rule Contractor Company administrators have this permission enabled.

If you have those permissions log into Onsite Track Easy at <https://secure.onsitetrackeasy.com.au>



### Step 1

Look up the cardholder you wish to end employment for by clicking on **person** > **employees** and then searching for their name. Click on the person you wish to view from the results.

Jason Smithson (cardholder) 000 012 345

general | competencies | roles | tasks | keys | training | site contact | messages

report

#### Works For

Default	Company	Id	Site Association	Roles	View
set	Onsite Track Easy Pty Limited	251	Employee	Employee, Contractor	View
✓	Pegasus Management Pty. Limited	138	Employee	Employee	View

add



### Step 2

In the cardholder's profile next to the *Works For* table, click **View** next to the company you will be ending employment for.

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### ASSOCIATIONS

Site	Association			
	For	By	Type	Home Site
Pegasus Newcastle (CURRENT SITE)	Pegasus Management Pty. Limited	Jason Stevenson on 25 May 2018	Employee	YES

end employment

### Warning

The requested action requires you to enter an Admin Note.

### End Employment with Pegasus Management Pty. Limited

**NOTE: THIS WILL BE A GLOBAL CHANGE!**

If you proceed, this person will no longer work for this company anywhere in the system.  
This may affect their logpoint or user access and restrict visibility of their data assignments.

Authorised By:

Comment:

- ▶ To proceed you will need to name the person who authorised this action, which may be you, and to explain why it is required.
- ▶ Your entries will be logged in an Admin Note, which can be accessed from the Report menu.
- ▶ If you cancel, this action will NOT proceed, and you will be returned to the previous page.

cancel

proceed

### Step 3

Click *end employment*.

### Step 4

An administration note will appear for you to complete.

Click *proceed* to finalise the process.



For questions or assistance please call 1300 131 194  
or email [support@onsitetrackeasy.net.au](mailto:support@onsitetrackeasy.net.au)