Actions available for an Existing Employee

A couple of primary functions are available for existing employees and will be discussed in detail in this section.

- View/Edit (an employee record)
- Terminate Employee
- View Employee Profile
- View Learner Records
- View Licenses

Open the Manage Employees Module

Navigation from the Home page:

- ***System Administration*** **|** ***Modules*** **|** ***Manage Employees*** to open the Employee List screen.

When the screen is opened, the page will be empty i.e. no employee records will be displayed. The search criteria will be linked to your active subgroup. You can provide additional search criteria in the available fields. Note the radio buttons **Current Employees**, **Previous Employees** and **All** to differentiate between terminated and active employees.

Click **Search** to display matching employee records.

Click on the **Action** link on the employee's record to show the dropdown item list.



View/Edit

Click on the ***Action*** **|** ***View/Edit*** link OR click on the employee record to access the employee's record. Open the section Employee Details to see all the information available for an employee.

Terminate Employee

Terminating an employee means making the employee’s records inactive or not visible. No record is physically deleted from the system.

To terminate an employee, follow these steps:

- Locate the employee whose employment is to be terminated from the Employee List screen.
- Click on the ***Action*** **|** ***Terminate Employee*** link.
- The **Terminate Employee** screen is opened as shown below.



- All the positions that will be ended because of the employment termination are listed at the top of the screen.
- Complete the required fields and click **Terminate Employee** to complete the transaction.
- See article **Appointment History** for another way to terminate an employee.

View Employee Profile

- An Employee Portfolio Report with a summary of employee information will be displayed.

View Learner Records

A list of learner records is displayed for the selected employee. See the section **Learner Records** for more detail.

View Licenses

A list of Licence records is displayed for the selected employee. See the section **Licenses** for more detail.

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