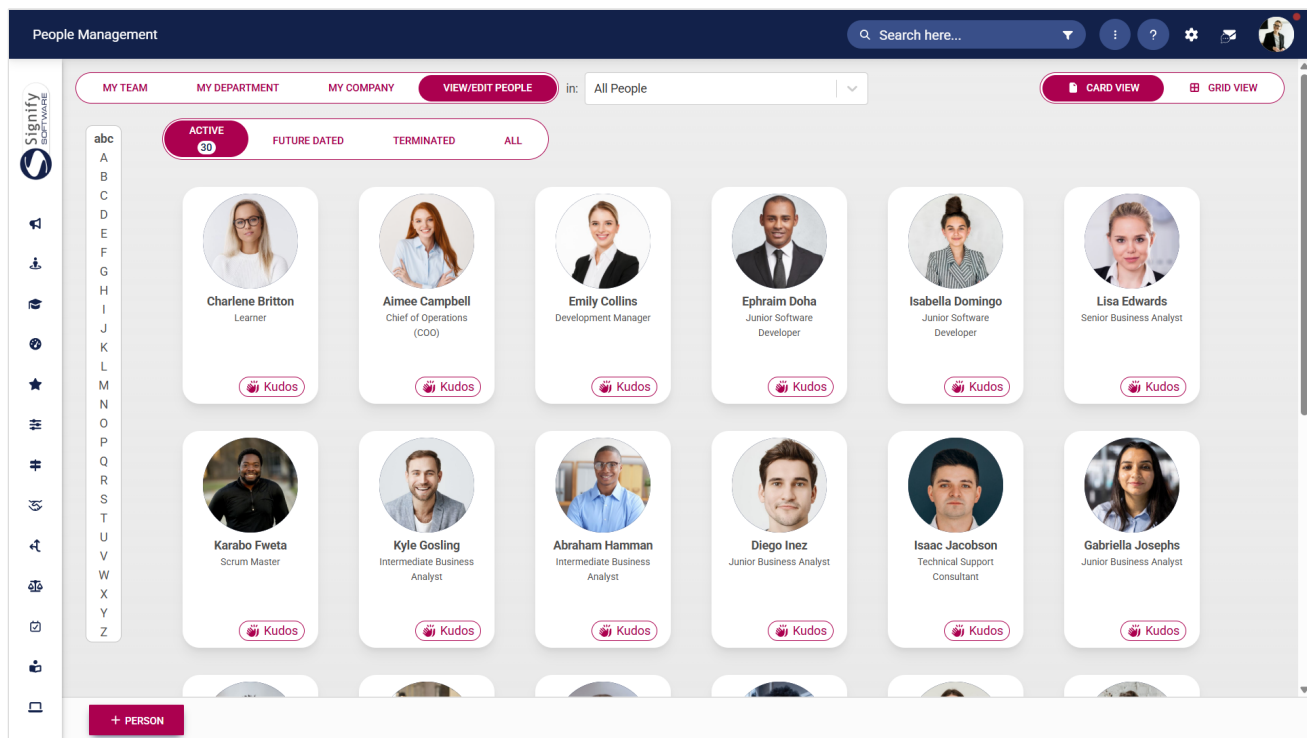


Appoint, Transfer, or Terminate a Person



This guide focuses on the **People Management** module and the features available to the administrator. By following the outlined procedures, administrators can:

- Add users manually
 - Create an organisational structure
 - Define job titles and positions
 - Appoint a person in a position
- Add users using an import
- Transfer a person to a different position
- Terminate a person



Add users

Users can be added to the system in two ways:

- Manually, using the **Organisational Structure**, **Job Management**, and **View/Edit People** functionalities, or
- Using the import sheet.

This guide will show both methods.

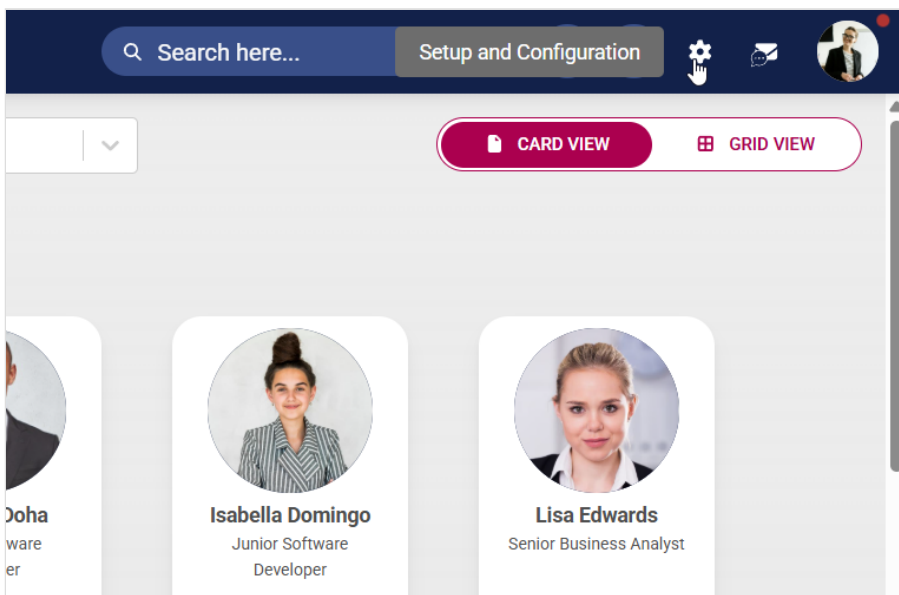
Method 1: Add users manually

To add new users to the system manually, it is essential that the following **prerequisites** are established:

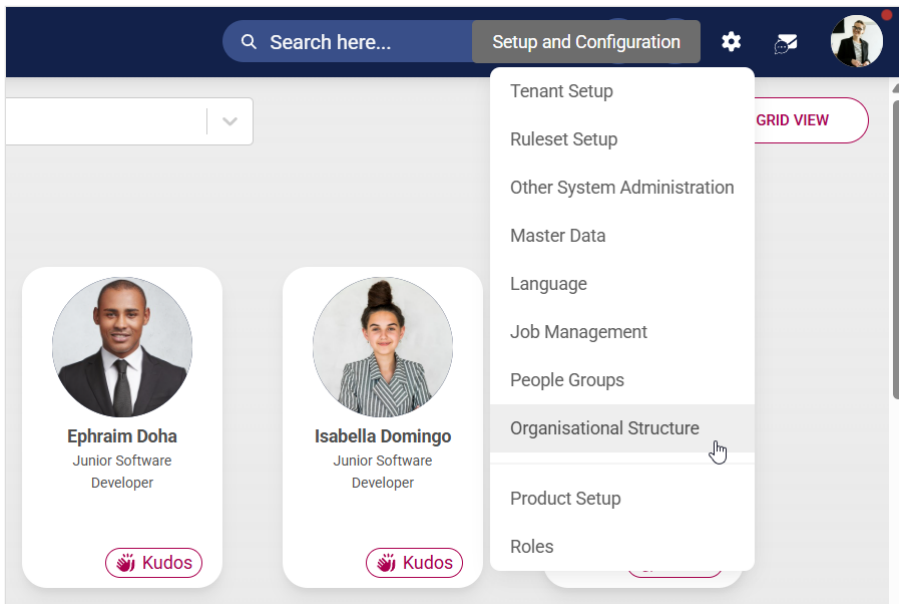
- The organisational structure must be developed.
- Job titles and positions should be defined in the **Job Management** module.

Create an organisational structure

- Click the **gear icon** to access the **Setup and Configuration** menu.

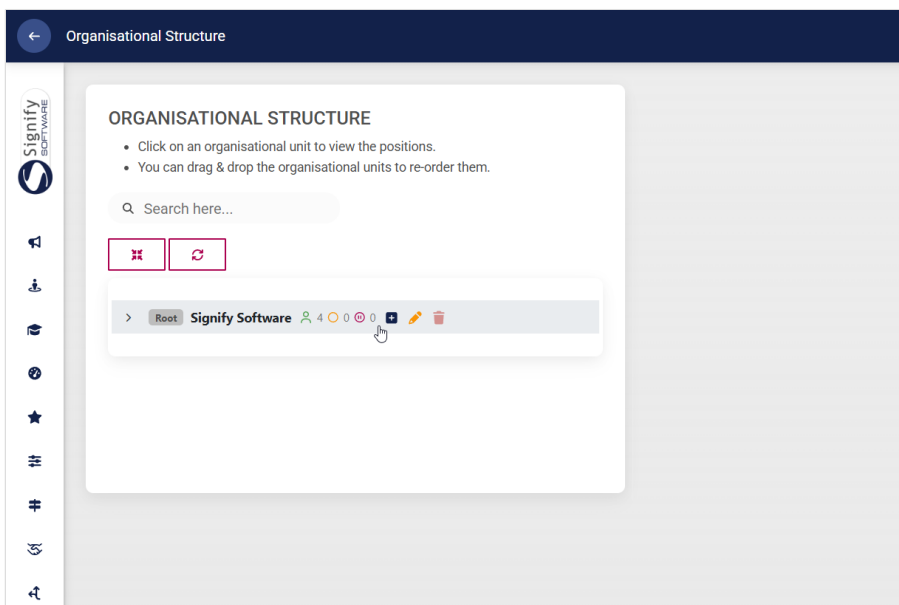


- Select **Organisational Structure** from the drop-down menu.

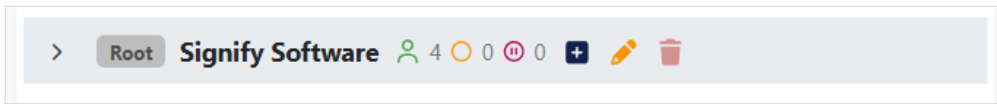


- Create an organisational structure based on the organisation's size, goals, industry, and work style. Some examples of organisational structures:
 - **Hierarchical structure** – based on levels of authority and responsibility
 - **Functional structure** – focuses on specialised roles or departments
 - **Divisional structure** – based on product lines, geographical locations, or customer types
 - **Team-based structure** – centred around project teams or cross-functional units
 - **Process-based structure** – focuses on workflow and end-to-end processes

Hover over the name of a level to access the editing options. You can rearrange organisational levels by using the drag-and-drop feature.



- To **add** a subordinate level, click the **plus icon** next to the relevant level name.

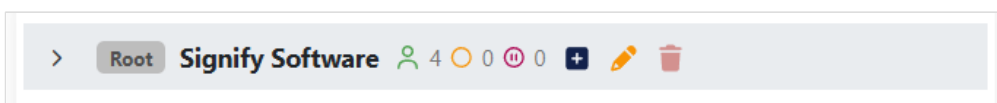


- Complete the details of the organisational unit.
 - Enter the name and code of the organisational unit.
 - Choose the appropriate organisational level type from the dropdown menu.
 - Toggle the **Publish** option on or off as needed.
 - Toggle to enable new registrants to select this organisational unit when registering on the system.
 - If configured in the **master data**, the business location can be selected. To learn more about master data, navigate to the [Master Data Maintenance](#) part of this chapter.
 - Other additional information about the organisational unit can be added, but is not required.

Click **SAVE ADD NEW** to add another subordinate level to the same organisational unit. Click **SAVE** when finished or click **CANCEL** to discard any changes.

A screenshot of a web application showing a modal form titled 'CREATE A NEW ORGANISATIONAL UNIT UNDER SIGNIFY SOFTWARE'. The form is divided into three main sections: 'DETAILS', 'BUSINESS ADDRESS', and 'WORKFLOW FALLBACK CONFIGURATION'. The 'DETAILS' section includes fields for 'Organisational Unit Name', 'Code', 'Description', and 'Cost Centre'. It also features a dropdown for 'Organisational Level Type' (currently set to 'Org Level 1'), a 'Publish' toggle switch (which is turned on), and an 'Available on registration page' toggle switch (which is turned off). The 'BUSINESS ADDRESS' section has a 'Location' dropdown menu with a note below it stating 'All empty children units will be updated with this location'. The 'WORKFLOW FALLBACK CONFIGURATION' section contains two dropdown menus: 'General Sensitivity Fallback' and 'High Sensitivity Fallback', both currently set to 'Not applicable'. At the bottom right of the form, there are three buttons: 'CANCEL', 'SAVE ADD NEW', and 'SAVE'.

- Click the **pencil icon** next to the name of an organisational level to **edit**.



- Update the details of the organisational level. Click **SAVE** when finished or click **CANCEL** to discard any changes.

EDIT SIGNIFY SOFTWARE

DETAILS

Organisational Unit Name *
Signify Software

Code *
SIG000

Description

Cost Centre

Organisational Level Type
Company Name

☒ Publish

☐ Available on registration page

BUSINESS ADDRESS

Location

All empty children units will be updated with this location

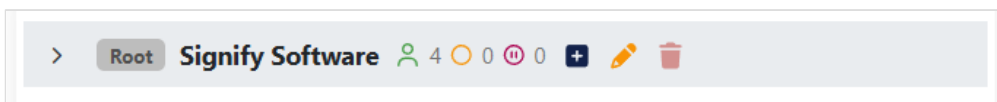
WORKFLOW FALLBACK CONFIGURATION

General Sensitivity Fallback
Not applicable

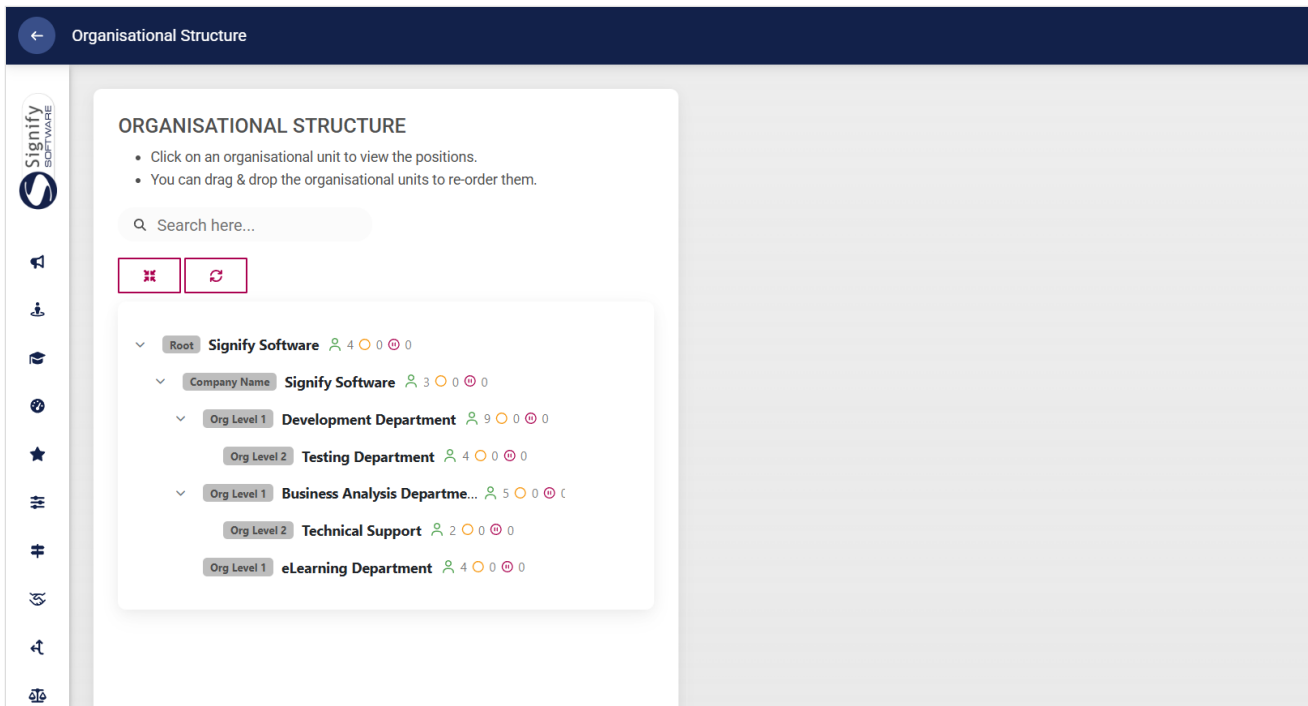
High Sensitivity Fallback
Not applicable

CANCEL SAVE

- To **delete** a level, click on the **trash bin icon** next to its name. Please note that a level cannot be deleted if it has:
 - subordinate levels,
 - vacant positions, or
 - active positions.



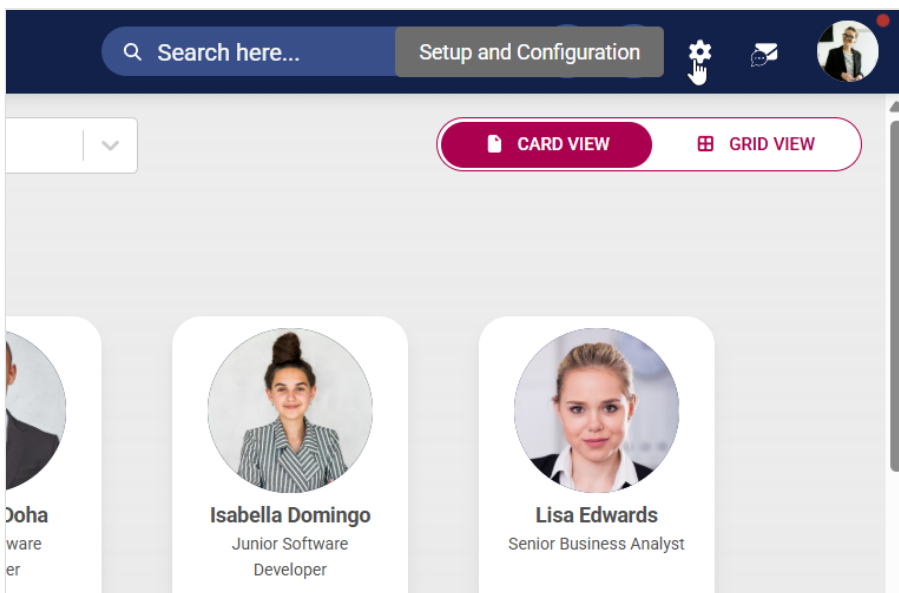
- When deleting, provide a valid reason for the deletion, confirm that you acknowledge and agree to the action, and then click **DELETE**. If you wish to cancel the operation, click **CANCEL** to discard any changes.



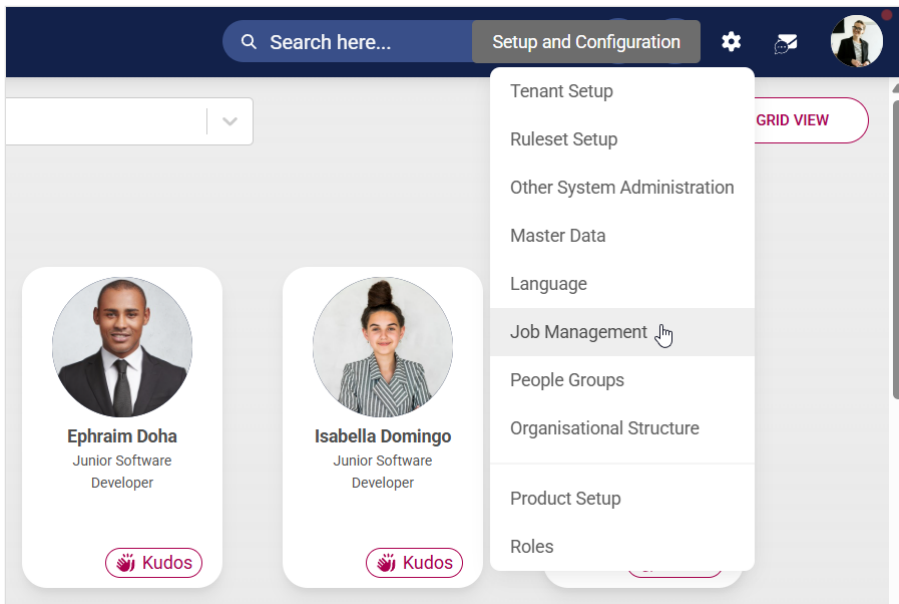
Define job titles and positions

After establishing the organisational structure, we can proceed with creating job titles and positions using the **Job Management** functionality.

- Click the **gear icon** to access the **Setup and Configuration** menu.



- Select **Job Management** from the drop-down menu.



- This screen shows all the job titles, positions, and vacancies within your organisation.

ACTIVE	CODE	TITLE	FILLED	VACANT	INACTIVE	LOCK STATUS
✓	311328	Support User	1	0	0	
✓	519058	Support User	1	0	0	
✓	Adm01	Administrator	1	0	0	
✓	BA001	Business Analysis Manager	1	0	0	
✓	CD001	Content Developer	1	0	0	
✓	COO001	Chief of Operations (COO)	1	0	0	
✓	DD001	Development Manager	1	0	0	
✓	EL001	eLearning Manager	1	0	0	
✓	GD001	Graphic Designer	1	0	0	

+ NEW JOB TITLE

- Click **+NEW JOB TITLE** to add a new job title.



- The job details screen will appear.
 - Enter the job title and job code.

- If the **master data** for the occupational category, occupational level, OFO code, and job grade data fields has been set up, you can select the appropriate data from the drop-down menus. To learn more about master data, navigate to the [Master Data Maintenance](#) part of this chapter.
- You can toggle the **Critical Job** switch on and off as required.
- Toggle to enable new registrants to select this job title when registering on the system.
- Other additional information about the job title can be added, but is not required.

Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

The screenshot shows the 'Job Management' interface. The top navigation bar includes a back arrow, the title 'Job Management', a search bar, and user profile icons. The main content area is titled 'GENERAL' and contains two sections. The 'JOB DETAILS' section has input fields for 'Job Title *' and 'Job Code *', and dropdown menus for 'Occupational Category', 'Occupational Level', 'OFO Code', and 'Job Grade'. Below these are two toggle switches: 'Critical Job' and 'Available on registration page'. The 'ADDITIONAL INFORMATION' section has a text area for 'Purpose' with the placeholder 'The Purpose of this Job...'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons.

- A message will appear to confirm the successful creation of the job title.

This screenshot focuses on the 'ADDITIONAL INFORMATION' section of the form. It shows the 'Purpose' field with the placeholder text 'The Purpose of this Job...'. A dark overlay message box at the bottom left displays 'Created successfully.' with a green 'DISMISS' button. Below the message box, the 'SAVE', 'CANCEL', and 'PUBLISH' buttons are visible.

- After saving the new job title, click **PUBLISH** to finalise and share it.

ADDITIONAL INFORMATION

Purpose

The Purpose of this Job...

SAVE **CANCEL** **PUBLISH**

- Toggle to confirm that you acknowledge and agree to the changes, then click **PUBLISH**.

Publish Job Details?

Once published, Job Details will be made visible to other users with the similar access rights.

☐ I acknowledge & agree

CANCEL **PUBLISH**

- A message will appear to confirm that the job title was published successfully.

ADDITIONAL INFORMATION

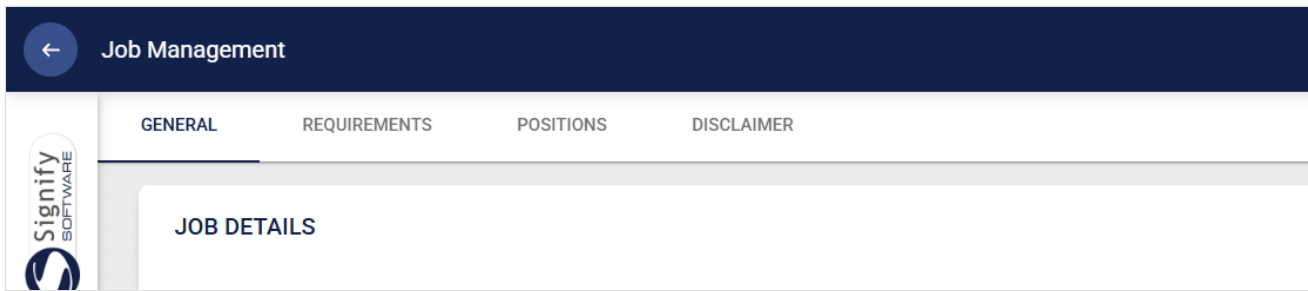
Purpose

The Purpose of this Job...

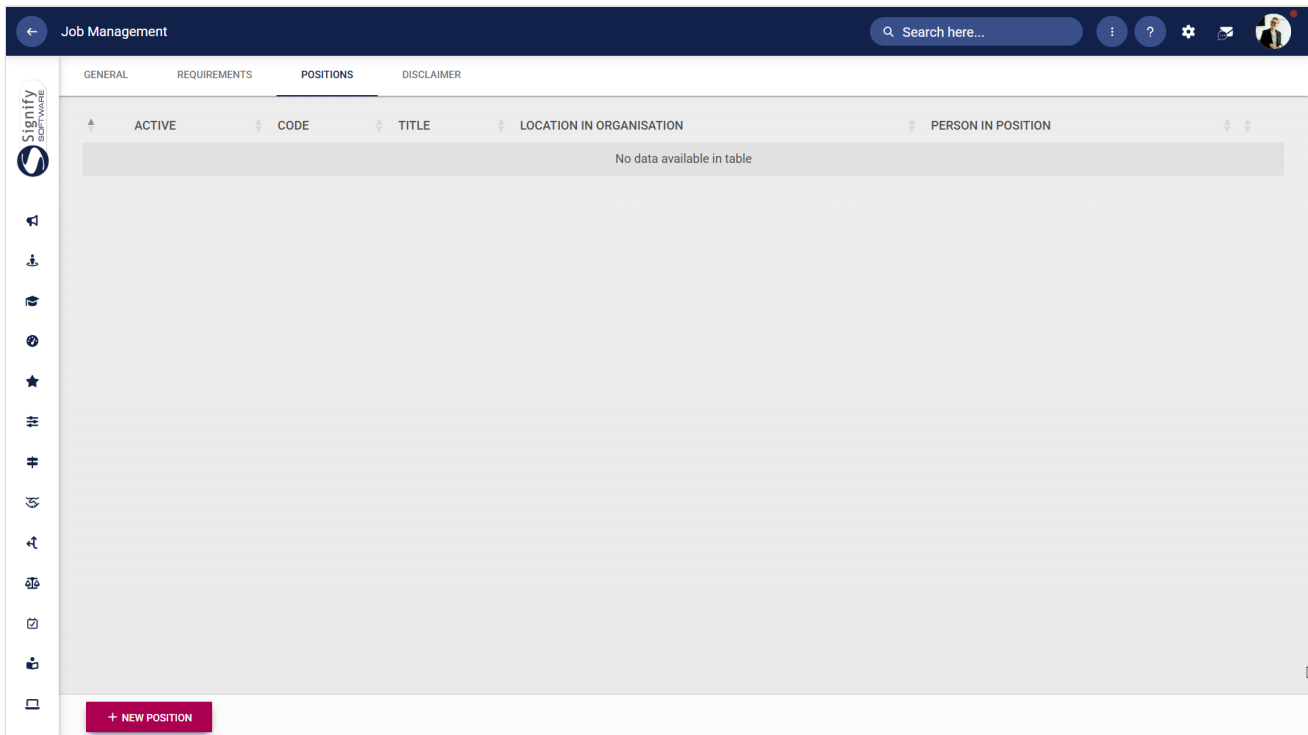
Job Profile published successfully. **DISMISS**

SAVE **CANCEL** **PUBLISH**

- Once the job title has been created, additional tab options will appear at the top of the screen. You can either set the **Requirements** for the role or click on the **Positions** tab to add new job positions associated with that role. Click on **Positions** to proceed.

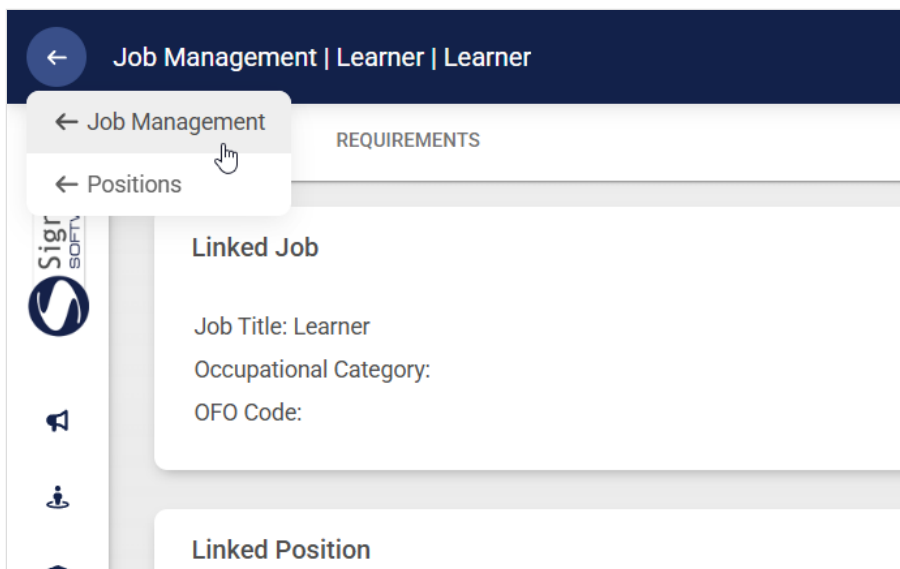


- The current positions linked to the job title will be displayed. Click **+NEW POSITION** to add a new position.



- The position details screen will appear.
 - Enter the position title. The position code will be automatically generated.
 - Click the **hand icon** to select the location in the organisation.
 - Click the **Critical Position** toggle if required.

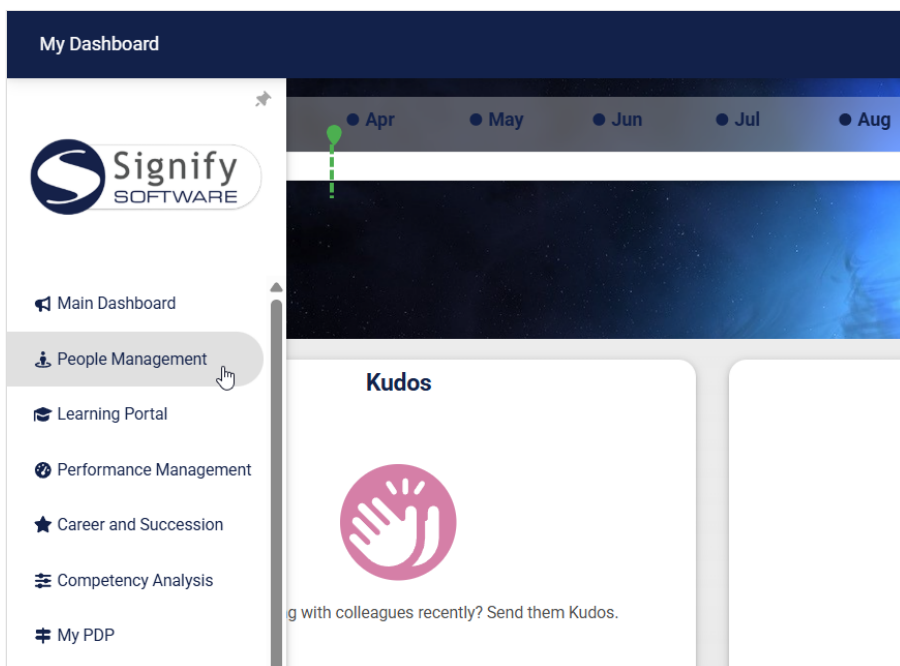
Click **SAVE** when you are finished or click **CANCEL** to discard your edits.



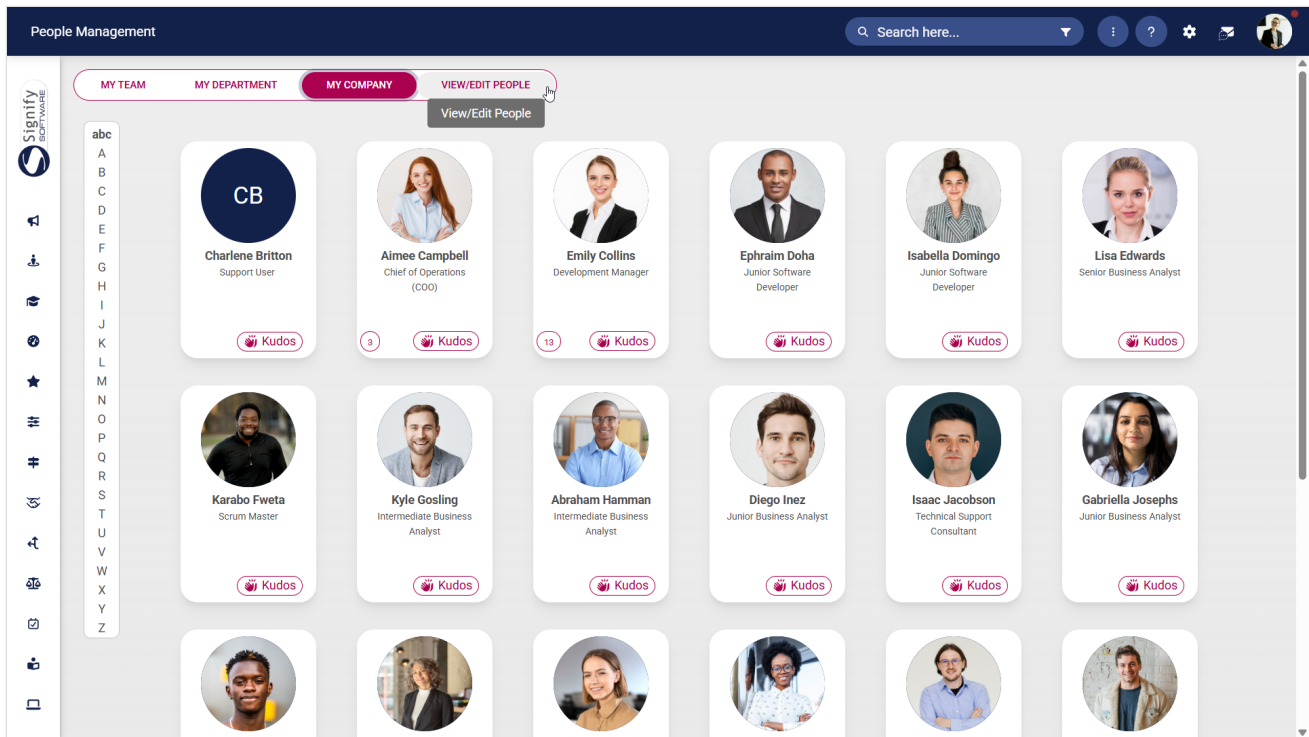
Appoint new users manually

Since the organisational structure and the job titles and positions have been created, we can now add a new person to the system.

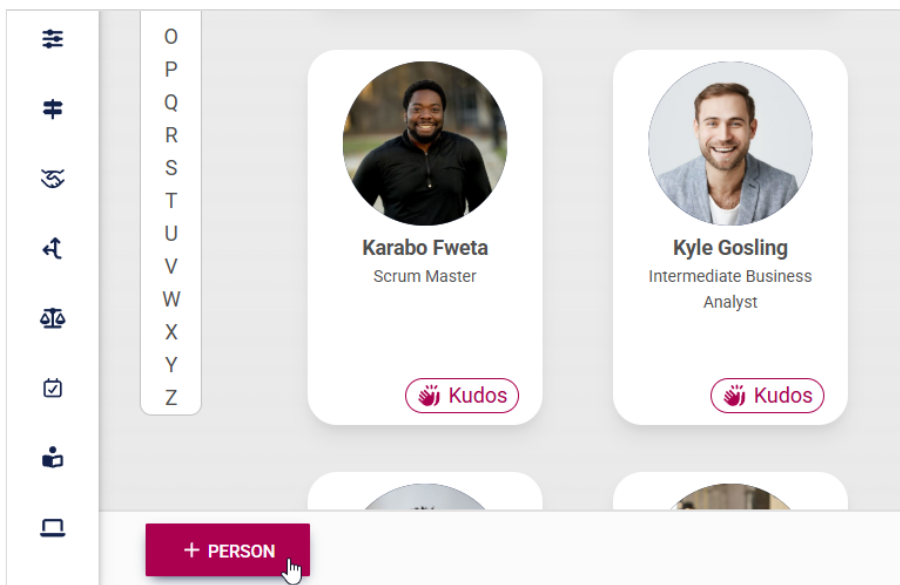
- Hover over the **sidebar menu** and click **People Management**.



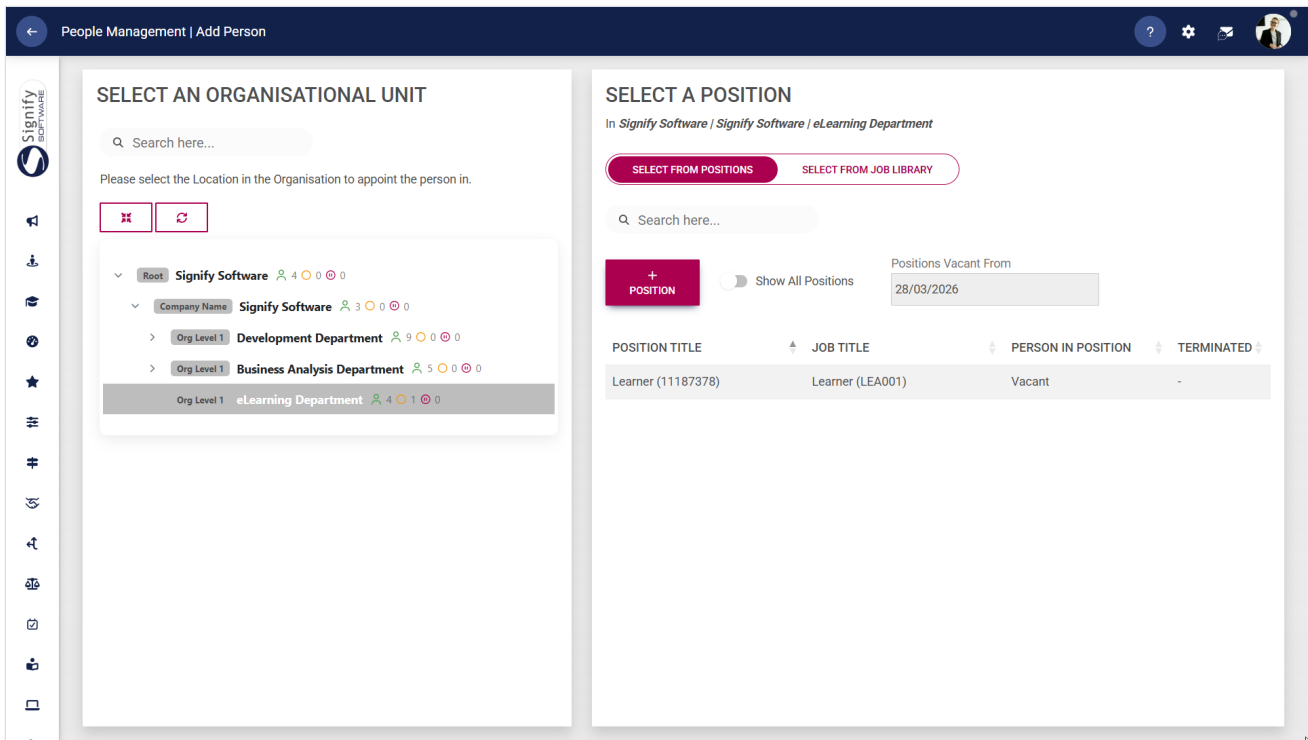
- Navigate to the **VIEW/EDIT PEOPLE** tab



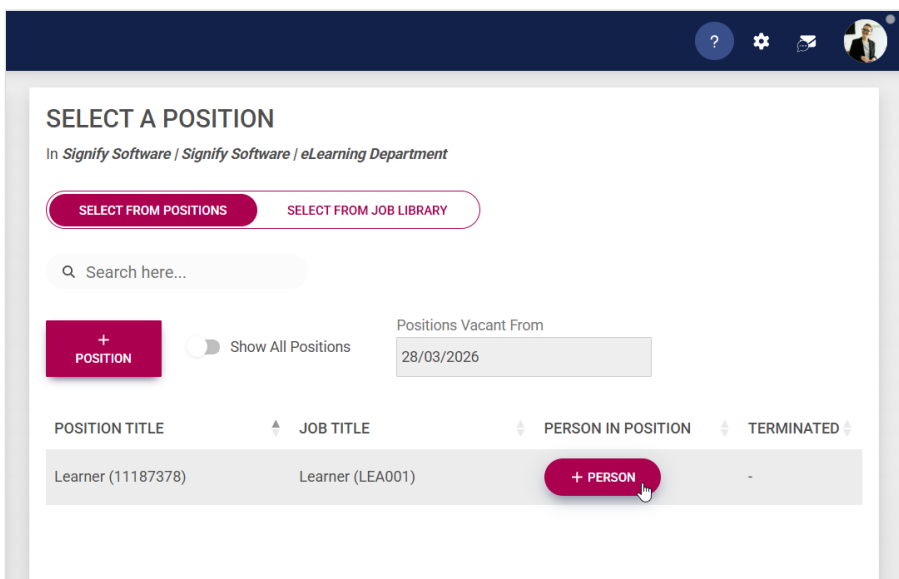
- Click **+PERSON**.



- Expand the organisational units to find the new position you have just created.



- Ensure the job title and the position title are correct, then click **+PERSON** to add a new person.



- Use the user details screen to populate the information for the new user, taking note of the required fields (marked with a *). Update their reporting lines by clicking on the **hand icons**, and complete their appointment information. Click **SAVE & GO TO PROFILE** to finish setting up the new user's profile, or click **SAVE ADD NEW** to continue adding new users. Click **CANCEL** to discard your edits.

People Management > Add Person

Signify SOFTWARE

Select
Q Search
Please select

Root

<

>

>

Add New Person

ADD NEW PERSON IN

Organisational Unit... Signify Software | eLearning Department

PositionLearner (11187378)

PERSONAL INFORMATION

Username *

ID Number

Name *

Surname *

Contact Number

+000 000 0000

Email Address *

REPORTING LINES

Line Manager

Secondary Reporting

Training Manager

PDP Second Approver

Leave Manager Alternate Approver

HR Officer

Line Manager Once Removed

Finance Manager

Talent Management Manager

Primary Parent/Guardian

Performance Manager

Department Manager

PDP First Approver

Leave Manager

Salary Review Manager

Secondary Job Requisition Approver

Workflow Originator

HR Recruitment Officer

Business Unit HR Manager

Secondary Parent/Guardian

APPOINTMENT INFORMATION

Appointment Type *

Permanent

Notice Period (Months)

Appointed From *

28/03/2026

Appointed To

DD/MM/YYYY

% Allocation to this role

0

Leave blank if the end date is unknown.

Send Welcome Notification to Person

CANCEL

SAVE ADD NEW

SAVE & GO TO PROFILE

- If you have selected **SAVE & GO TO PROFILE**, you will be taken to the user's profile page. Click **Welcome Notification** in the profile banner to send a welcome email to the new user.

People Management

TSIETSI NDUMISO
(10002600)
Learner

Go To Another

Welcome Notification Password

SUMMARY

PROFILE

EXTENDED PROFILE

USER PERMISSIONS

APPOINTMENT

PERFORMANCE MANAGEMENT

TRAINING AND DEVELOPMENT

LABOUR RELATIONS

AUDIT INFORMATION

Particulars

Biographical

Direct Contact

Social Contact

Physical Work Location

Residential Address

Home Postal Address

Reporting Lines

PARTICULARS

Username *

10002600

Name *

Tsietsi

Surname *

Ndimiso

Middle Name

Initials

Title

Known As

Tsietsi

Home Language

SAVE CANCEL

- Review the contents of the welcome email, then click **SEND**. This will send the user an email containing the system's URL, their username, and a password reset link.

People Management

TSIETSI NDUMISO
(10002600)
Learner

Send Welcome Notification to Tsietsi Ndimiso (10002600)

This person has not received a notification yet.

EMAIL

From: noreply@signify.co.za

To: Added User

CC:

BCC:

Subject: Welcome to Signify Documentation

Dear Tsietsi Ndimiso,

You have been registered on the Signify System (Signify Documentation). Your Username is 10002600.

Please click on the link below to specify your new password.
Reset Password Link

For general access to the system, use this link:
Login Page Link

Kind regards,
Signify Team

SAVE CANCEL SEND

- You may further revise the user's information in their profile, including updates to biographical details, appointment history, or access rights. Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

USER PERMISSIONS
 APPOINTMENT
 PERFORMANCE MANAGEMENT
 TRAINING AND DEVELOPMENT
 LABOUR RELATIONS
 AUDIT INFORMATION

PARTICULARS

Username *	Name *	Surname *
10002600	Tsietsi	Ndumiso
Initials	Title	Known As
TA	Mr	Tsietsi

BIOGRAPHICAL

Gender	Race	Citizenship
Male	African	Swaziland
☒ Enabled ☐ Disabled		ID Number

Marital Date

Birthday

SAVE
CANCEL

Follow the above procedure to add users manually. This method is effective for adding small numbers of users at a time. Alternatively, follow **Method 2** below if you prefer to streamline the process and add many users at a time.

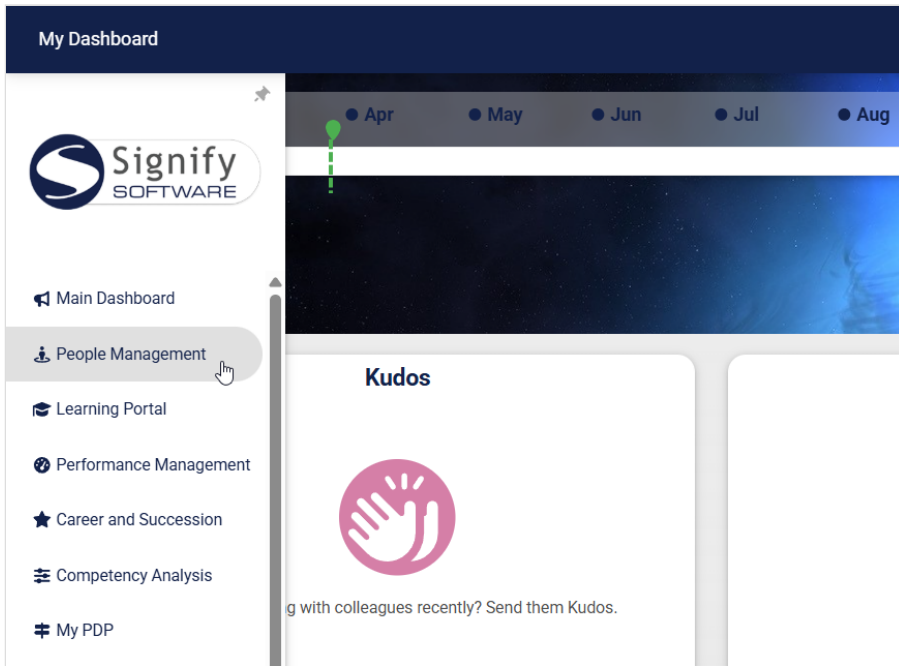
Method 2: Add users using the import sheet

Using an import sheet, you will:

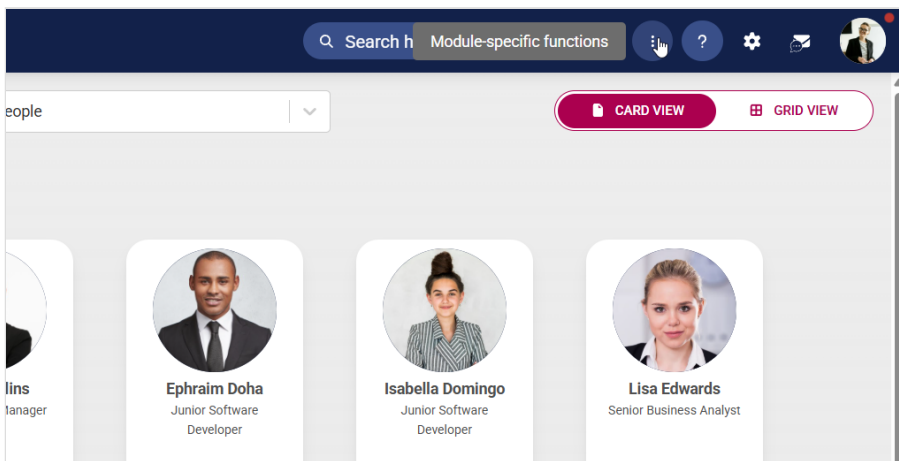
- establish the organisational structure,
- create job titles and positions,
- add new users,
- add details pertinent to each user, such as their username, gender, addresses, and contact information, and
- configure their reporting lines.

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	RulesetCode	ExternalId	PayrollConnectorName	PayrollId	Username	Name	Surname	KnownAs	MiddleName	EmployeeCode	Initials	Title	HomeLanguage	Gender	Race	Citizenship	Disability	MaritalStatus	MaritalDate
2						Vanessa	Vanessa	Vanessa		1975/12/1252169E V	Mrs	English	Female	African			Married		2001/09/02
3						Luisa	Luisa	Luisa		1991/11/16145683 L	Mrs	English	Female	Coloured			Married		2016/07/12
4						Nate	Nate	Nate		1974/10/1950557S N	Mr	English	Male	Indian			Divorced		
5						Bruce	Bruce	Bruce		1995/11/1671686E B	Mr	English	Male	White			Married		2021/04/15
6						Jeff	Jeff	Jeff		1979/12/2257110E J	Mr	English	Male	African			Married		2005/04/12
7						Ellie	Ellie	Ellie		1977/10/2254746E D	Dr	English	Female	Coloured			Married		2003/03/18
8						Chuck	Chuck	Chuck		1969/11/1786383C C	Mr	English	Male	Indian			Married		1995/04/28
9						Bart	Bart	Bart		1964/12/1331929I B	Mr	English	Male	White			Married		1989/12/19
10						Charles	Charles	Charles		1976/11/24873701 C	Mr	English	Male	African			Married		2002/08/02
11						Pam	Pam	Pam		1994/10/2479889P P	Mrs	English	Female	Coloured			Married		2020/02/02
12						Marcus	Marcus	Marcus		1968/10/1924954M M	Mr	English	Male	Indian			Married		1994/02/12
13						Winston	Winston	Winston		1965/11/2795058E W	Mr	English	Male	White			Divorced		
14						Charles	Charles	Charles		1985/10/1599066E C	Mr	English	Male	African			Married		2010/12/09
15						Creed	Creed	Creed		1995/12/1846820C C	Mr	English	Male	Coloured			Married		2021/11/04
16						Johnny	Johnny	Johnny		1991/12/2872221C J	Mr	English	Male	Indian			Married		2016/08/31
17						John	John	John		1971/12/2769315J J	Mr	English	Male	White			Married		1996/10/16
18						Emily Anabelle	Emily Anabelle	Emily Anabelle		1989/12/22247961 E	Mrs	English	Female	African			Married		2015/07/11
19						Michael	Michael	Michael		1973/11/2862231E M	Mr	English	Male	Coloured			Married		1999/09/25
20						Luke	Luke	Luke		1975/11/17316863 L	Mr	English	Male	Indian			Divorced		
21						Jessica	Jessica	Jessica		1994/12/1140032J J	Mrs	English	Female	White			Married		2020/01/11
22						Rogelio	Rogelio	Rogelio		1996/10/1211784E R	Mr	English	Male	African			Single		
23						Rosa	Rosa	Rosa		1991/10/2695779E R	Mrs	English	Female	Coloured			Married		2017/02/15
24						Andy	Andy	Andy		1999/11/2628448A A	Mr	English	Male	Indian			Married		2025/02/04
25						Dean	Dean	Dean		1984/12/2449418E D	Mr	English	Male	White			Married		2010/06/04
26						Paris	Paris	Paris		1976/12/1657288E S	Mrs	English	Female	Indian			Married		2002/04/08
27						Paul	Paul	Paul		1993/11/25307764 P	Mr	English	Male	Coloured			Single		
28						Michel	Michel	Michel		1986/11/13752434 M	Mr	English	Male	Indian			Married		2011/11/20
29						Jerry	Jerry	Jerry		1977/11/1678592E J	Mr	English	Male	White			Married		2002/11/10
30						Lorelai	Lorelai	Lorelai		1989/12/1673789E L	Mrs	English	Female	African			Married		2014/08/10
31						Rory	Rory	Rory		1973/11/10483753 R	Mrs	English	Female	Coloured			Married		1999/08/15
32						Emily	Emily	Emily		1992/11/1826840E E	Ms	English	Female	Indian			Single		
33						Richard	Richard	Richard		1968/11/10905661 R	Mr	English	Male	White			Single		
34						Kirk	Kirk	Kirk		1970/12/2532297K K	Mr	English	Male	African			Single		
35						Thomas	Thomas	Thomas		1978/10/2212565T T	Mr	English	Male	Coloured			Single		
36						Morgan	Morgan	Morgan		1970/12/2719079T M	Mr	English	Male	Indian			Married		1996/02/28

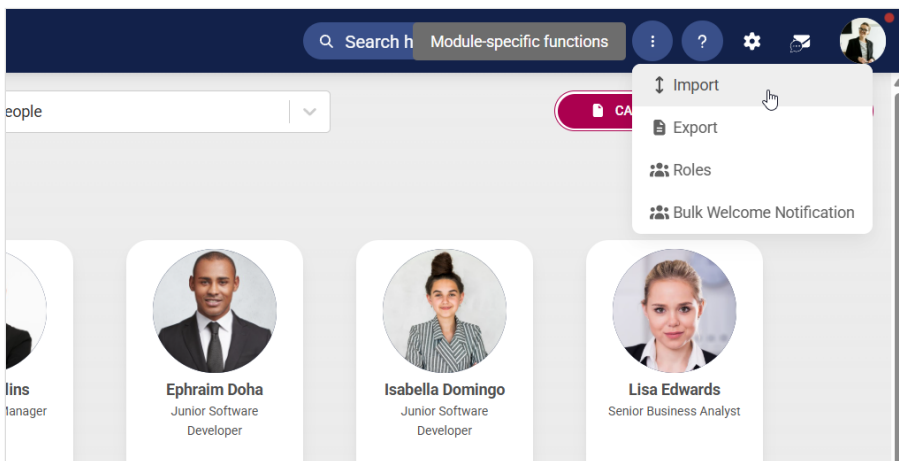
- Use the **sidebar menu** to navigate to **People Management**.



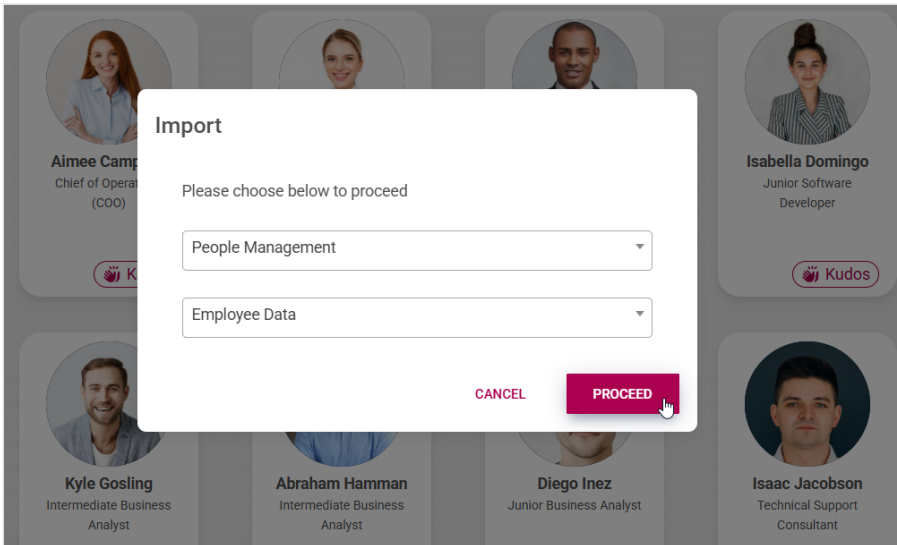
- Click this **ellipsis icon** to access the **Module-Specific Functions** menu.



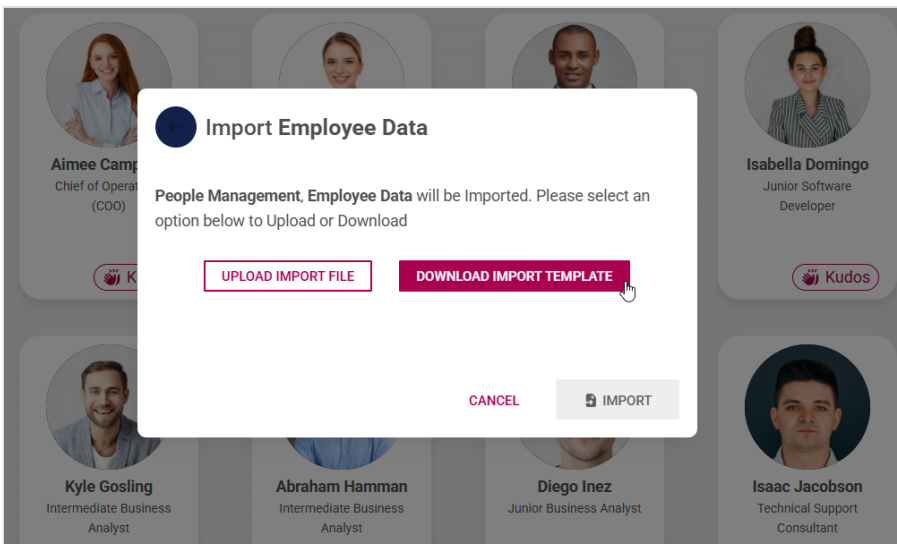
- Click **Import** on the drop-down menu.



- Ensure the drop-down options are set to **People Management** and **Employee Data**. Click **PROCEED** to continue.



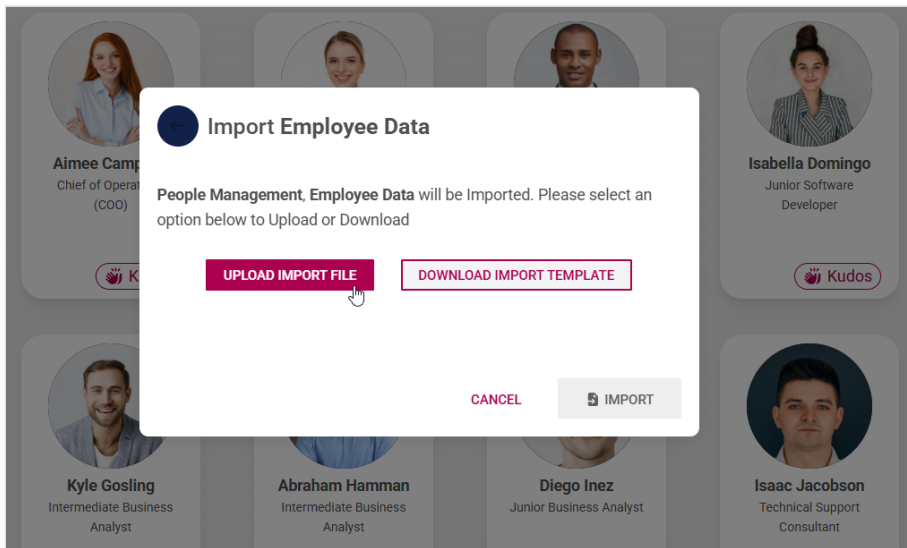
- To access the import sheet, click **DOWNLOAD IMPORT TEMPLATE**.



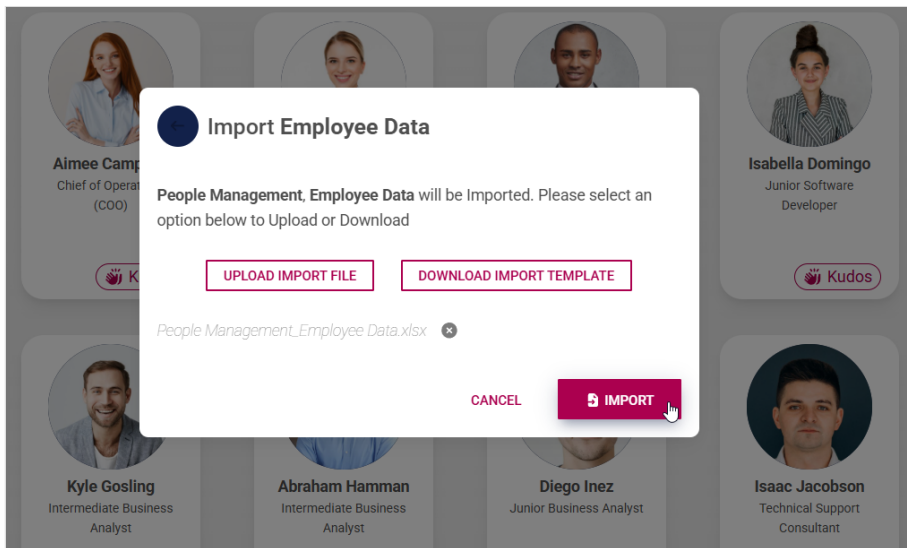
- Populate the downloaded Excel import sheet with the users' information. This procedure requires attention to detail to ensure the information on the system is accurate. Please do not hesitate to ask the Signify Consultant for assistance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	RulesetCode	ExternalId	PayrollConnectorName	PayrollId	Username	Name	Surname	KnownAs	MiddleName	EmployeeCode	Initials	Title	HomeLanguage	Gender	Race	Citizenship	Disability	MaritalStatus	MaritalDate
2						Vanessa		Vanessa		1975/12/1252169E V	Mrs	English	Female	African				Married	2001/09/02
3						Luisa		Luisa		1991/11/1614568E L	Mrs	English	Female	Coloured				Married	2016/07/12
4						Nate		Nate		1974/10/1950557E N	Mr	English	Male	Indian				Divorced	
5						Bruce		Bruce		1995/11/1671686E B	Mr	English	Male	White				Married	2021/04/15
6						Jeff		Jeff		1979/12/2257110E J	Mr	English	Male	African				Married	2005/04/12
7						Ellie		Ellie		1977/10/2254746E E	Dr	English	Female	Coloured				Married	2003/03/18
8						Chuck		Chuck		1969/11/1786383E C	Mr	English	Male	Indian				Married	1995/04/28
9						Bart		Bart		1964/12/1331929E B	Mr	English	Male	White				Married	1989/12/19
10						Charles		Charles		1976/11/2487370E C	Mr	English	Male	African				Married	2002/08/02
11						Pam		Pam		1994/10/2479889E P	Mrs	English	Female	Coloured				Married	2020/02/02
12						Marcus		Marcus		1968/10/1924954E M	Mr	English	Male	Indian				Married	1994/02/12
13						Winston		Winston		1965/11/2795058E W	Mr	English	Male	White				Divorced	
14						Charles		Charles		1985/10/1599066E C	Mr	English	Male	African				Married	2010/12/09
15						Creed		Creed		1995/12/1846820E C	Mr	English	Male	Coloured				Married	2021/11/04
16						Johnny		Johnny		1991/12/2872222E J	Mr	English	Male	Indian				Married	2016/08/31
17						John		John		1971/12/2769315E J	Mr	English	Male	White				Married	1996/10/16
18						Emily Anabelle		Emily Anabelle		1989/12/2224796E E	Mrs	English	Female	African				Married	2015/07/11
19						Michael		Michael		1973/11/2862231E M	Mr	English	Male	Coloured				Married	1999/09/25
20						Luke		Luke		1975/11/1731686E L	Mr	English	Male	Indian				Divorced	
21						Jessica		Jessica		1994/12/1140032E J	Mrs	English	Female	White				Married	2020/01/11
22						Rogelio		Rogelio		1996/10/1211784E R	Mr	English	Male	African				Single	
23						Rosa		Rosa		1991/10/2695779E R	Mrs	English	Female	Coloured				Married	2017/02/15
24						Andy		Andy		1999/11/2628448E A	Mr	English	Male	Indian				Married	2025/02/04
25						Dean		Dean		1984/12/1449418E D	Mr	English	Male	White				Married	2010/06/04
26						Paris		Paris		1976/12/2657289E P	Mrs	English	Female	African				Married	2002/04/08
27						Paul		Paul		1993/11/2530764E P	Mr	English	Male	Coloured				Single	
28						Michel		Michel		1986/11/1375243E M	Mr	English	Male	Indian				Married	2011/11/20
29						Jerry		Jerry		1977/11/1678590E J	Mr	English	Male	White				Married	2002/11/10
30						Lorelai		Lorelai		1989/12/1679789E L	Mrs	English	Female	African				Married	2014/08/10
31						Rory		Rory		1973/11/1048375E R	Mrs	English	Female	Coloured				Married	1999/08/15
32						Emily		Emily		1992/11/1826840E E	Ms	English	Female	Indian				Single	
33						Richard		Richard		1968/11/1090566E R	Mr	English	Male	White				Single	
34						Kirk		Kirk		1970/12/2532292E K	Mr	English	Male	African				Single	
35						Thomas		Thomas		1978/10/3212565E T	Mr	English	Male	Coloured				Single	
36						Morgan		Morgan		1970/12/2719079E M	Mr	English	Male	Indian				Married	1996/02/28

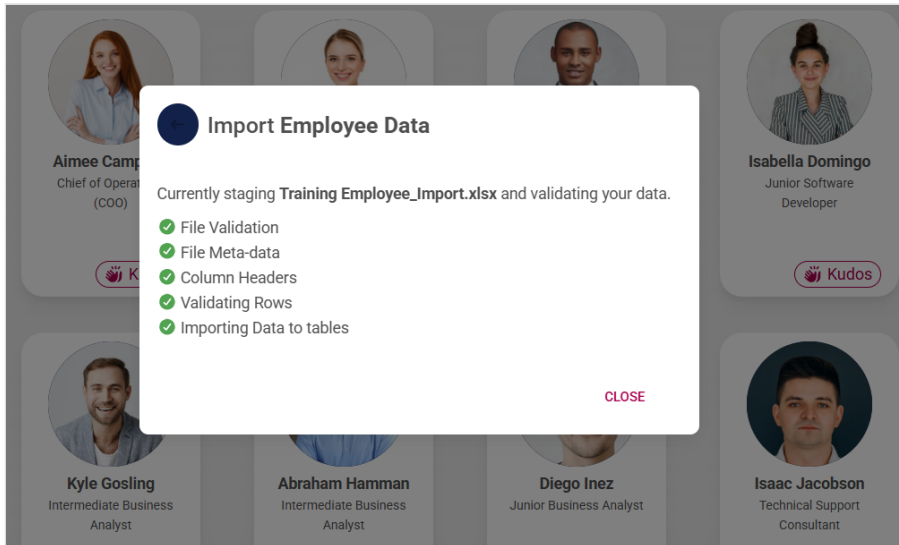
- Once the import sheet has been completed and checked for errors, click **UPLOAD IMPORT FILE.**



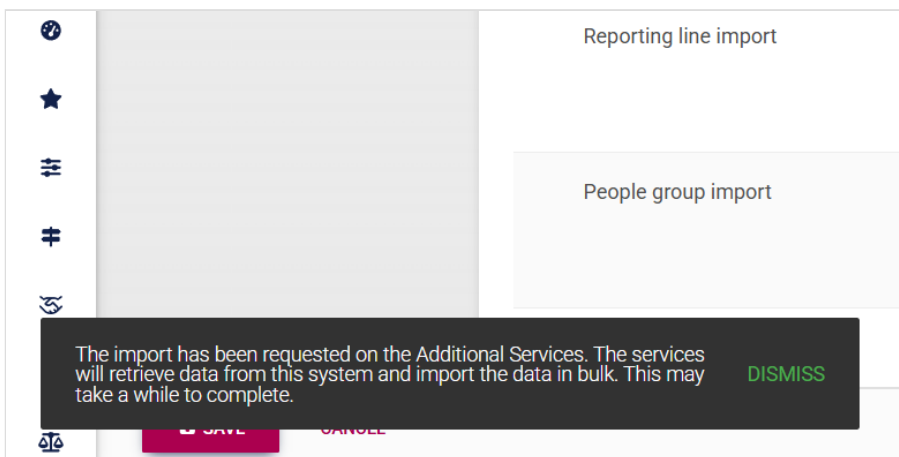
- Click on **IMPORT** to initiate the data validation and import processes.



- The import will be staged and will run in the background until completed. If the rows were staged correctly, your pop-up window will look like this:



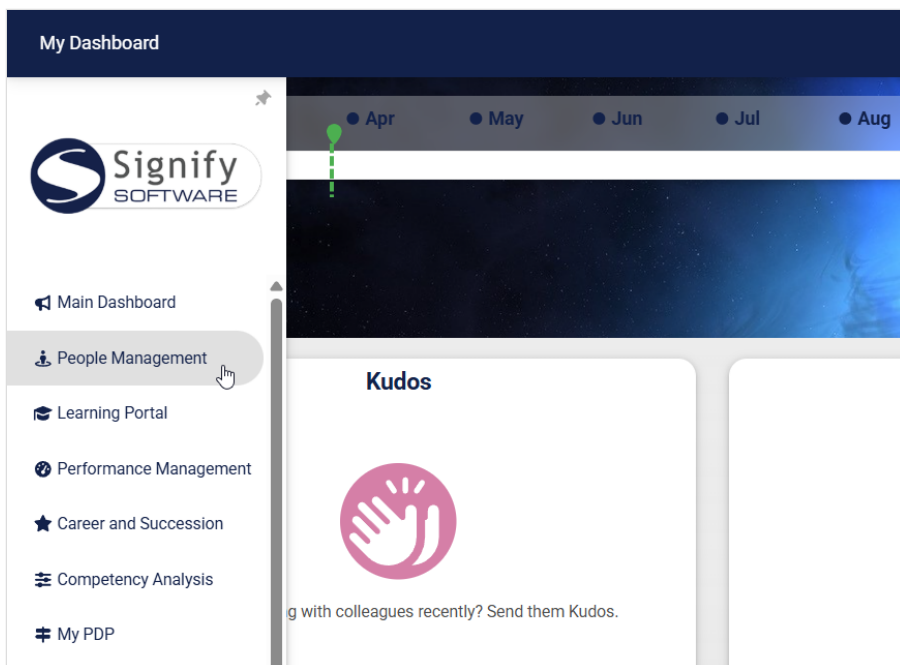
- An **automatic user import** runs daily at midnight, and your newly added users will appear in the system. However, this task can be kicked off on an ad hoc basis if required. See the **Bulk Additional Service Imports** section at the end of this chapter for more information.



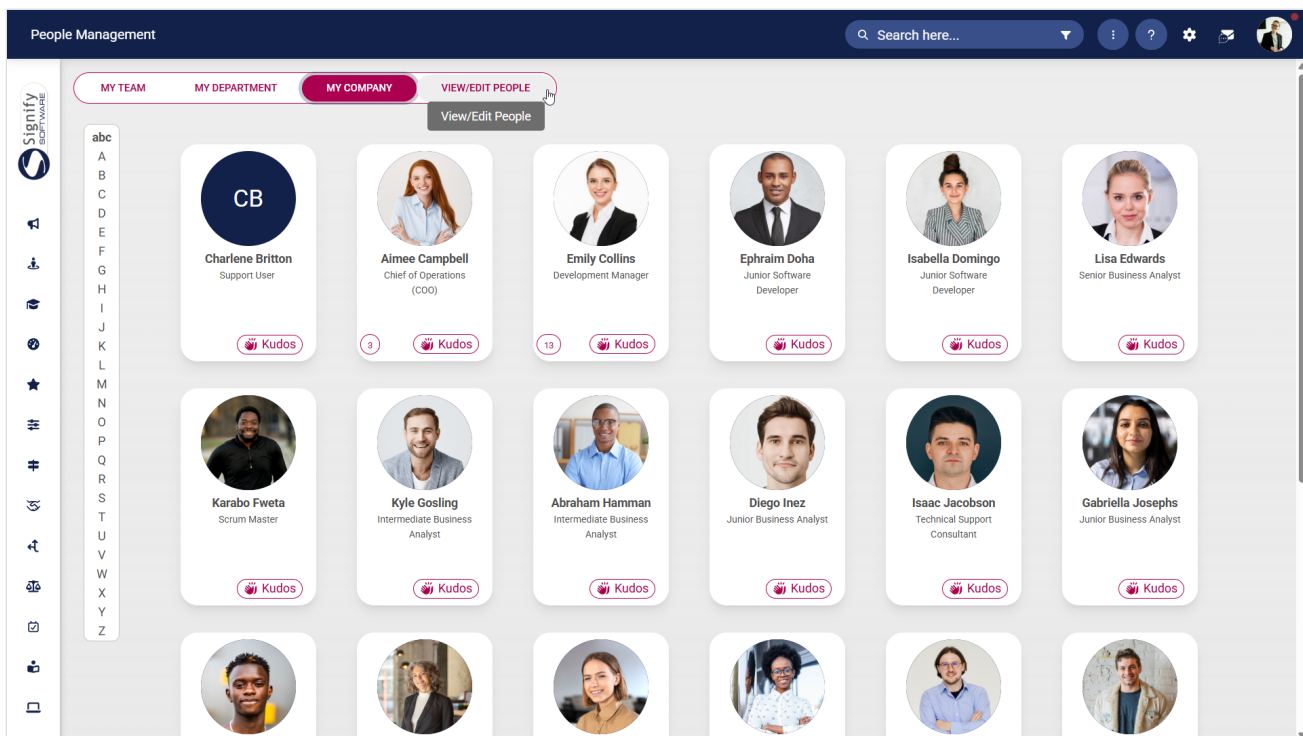
Transfer users

Once a person's role or position in the company changes, they can be transferred using the **People Management** module.

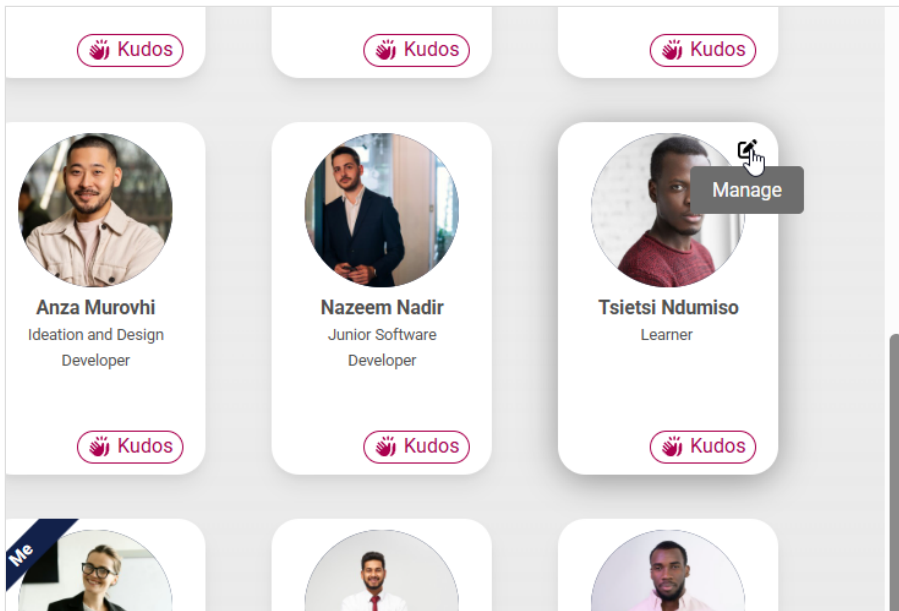
- Hover over the **sidebar menu** and click **People Management**.



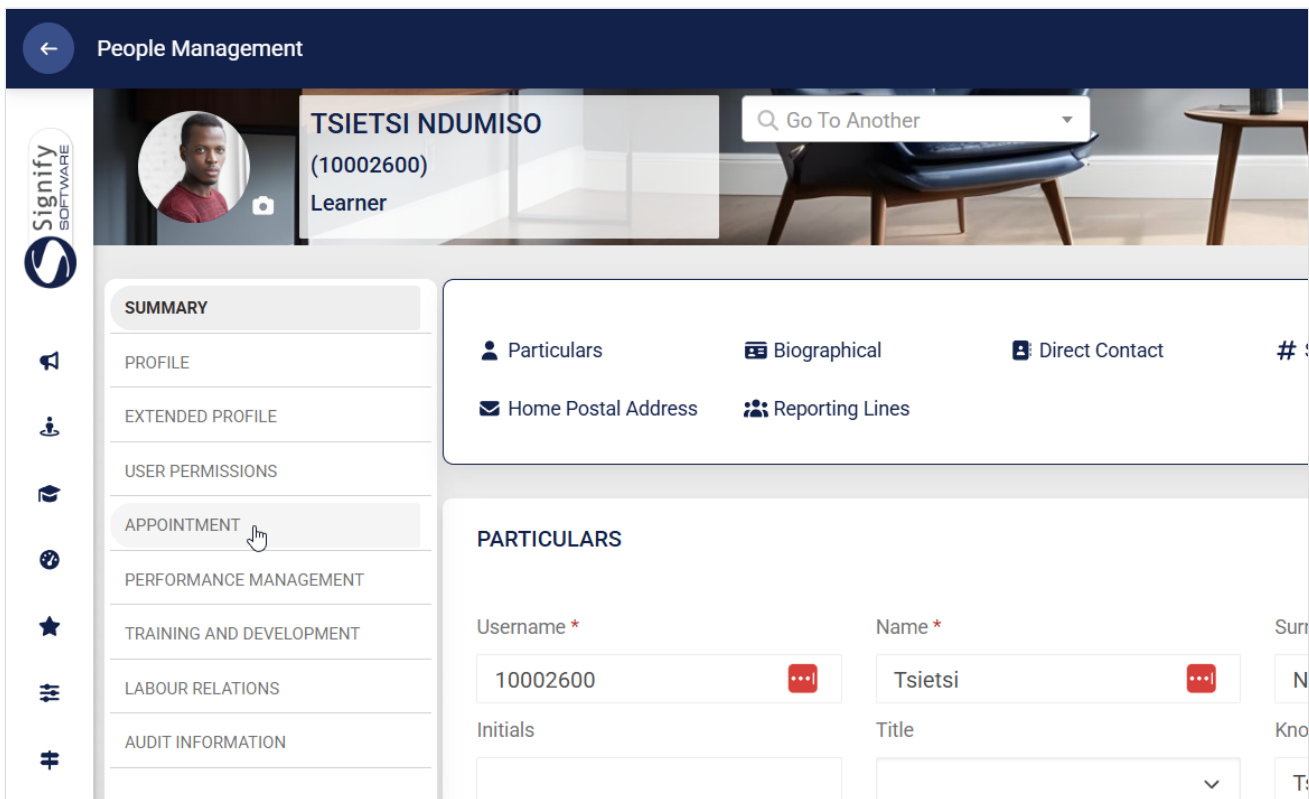
- Navigate to the **VIEW/EDIT PEOPLE** tab.



- Hover over the card of the person you would like to transfer and click on the **pencil icon** to manage their profile.



- On the left-hand menu on the person's profile, click on **APPOINTMENT**.



- At the bottom of the screen, click on **TRANSFER PERSON**.

People Management

TSIETSI NDUMISO (10002600) Learner

Go To Another

Welcome Notification Password

SUMMARY

PROFILE

EXTENDED PROFILE

USER PERMISSIONS

APPOINTMENT

Appointment History

Reporting Lines

Additional Reporting Lines

PERFORMANCE MANAGEMENT

TRAINING AND DEVELOPMENT

LABOUR RELATIONS

AUDIT INFORMATION

APPOINTMENT HISTORY AT CURRENT COMPANY

Start date in group: 18/01/2019

Start date in company: 18/01/2019

PRIMARY APPOINTMENTS

+ APPOINTMENT

POSITION CODE	POSITION TITLE	LOCATION IN ORGANISATION	TYPE	% ALLOCATION TO THIS ROLE	FROM	TO	REASON FOR ENDING
11187383	Learner	... Signify Software eLearning Department	Permanent	0	18/01/2019		

SECONDARY APPOINTMENTS

+ APPOINTMENT

POSITION CODE	POSITION TITLE	LOCATION IN ORGANISATION	TYPE	% ALLOCATION TO THIS ROLE	FROM	TO	REASON FOR ENDING
No data available in table							

TRANSFER PERSON

TERMINATE PERSON

TRANSFER PERSON TO ANOTHER RULESET

CANCEL

- Expand the organisational structure to find the correct organisational unit.

People Management | Transfer Person | Tsietsi Ndimiso (10002600)

SELECT AN ORGANISATIONAL UNIT

Search here...

Please select the Location in the Organisation to appoint the person in.

✖

↺

Root Signify Software 3 1 0

- Click the location in the organisation to which the employee is being transferred.

People Management

Tools for Person | Talent | Admins | (45995669)

Signify SOFTWARE

SELECT

Search

Please select

X

< Back

>

>

TERMINATED

TRANSFER PERSON

Organisational Unit

... Signify Software | eLearning Department

Position

Ideation and Design Developer (519cb4f4)

REPORTING LINES

Line Manager

Performance Manager

Secondary Reporting

Department Manager

Training Manager

PDP First Approver

PDP Second Approver

Leave Manager

Leave Manager Alternate Approver

Salary Review Manager

HR Officer

Secondary Job Requisition Approver

Line Manager Once Removed

Workflow Originator

Finance Manager

HR Recruitment Officer

Talent Management Manager

Business Unit HR Manager

APPOINTMENT INFORMATION

Appointment Type *

Permanent

Notice Period (Months)

Appointed From *

28/03/2026

Appointed To

DD/MM/YYYY

% Allocation to this role

0

Leave blank if the end date is unknown.

CANCEL

SAVE

- The employee's previous position and new role are recorded in the **Appointment History** tab on the employee's profile.

The screenshot displays the 'People Management' interface for a user named TSietsi Ndumiso (ID: 10002600), who is an Ideation and Design Developer. The interface includes a sidebar menu with options like SUMMARY, PROFILE, EXTENDED PROFILE, USER PERMISSIONS, APPOINTMENT, and PERFORMANCE MANAGEMENT. The main content area shows the 'APPOINTMENT HISTORY AT CURRENT COMPANY' for the user, with a start date in group of 18/01/2019 and a start date in company of 18/01/2019. Below this, there are two tables: 'PRIMARY APPOINTMENTS' and 'SECONDARY APPOINTMENTS'. The 'PRIMARY APPOINTMENTS' table lists two appointments: one as a Learner (Position Code: 11187383) and another as an Ideation and Design Developer (Position Code: 519cb4f4). The 'SECONDARY APPOINTMENTS' table is currently empty, showing 'No data available in table'. At the bottom, there are buttons for 'TRANSFER PERSON', 'TERMINATE PERSON', 'TRANSFER PERSON TO ANOTHER RULESET', and 'CANCEL'.

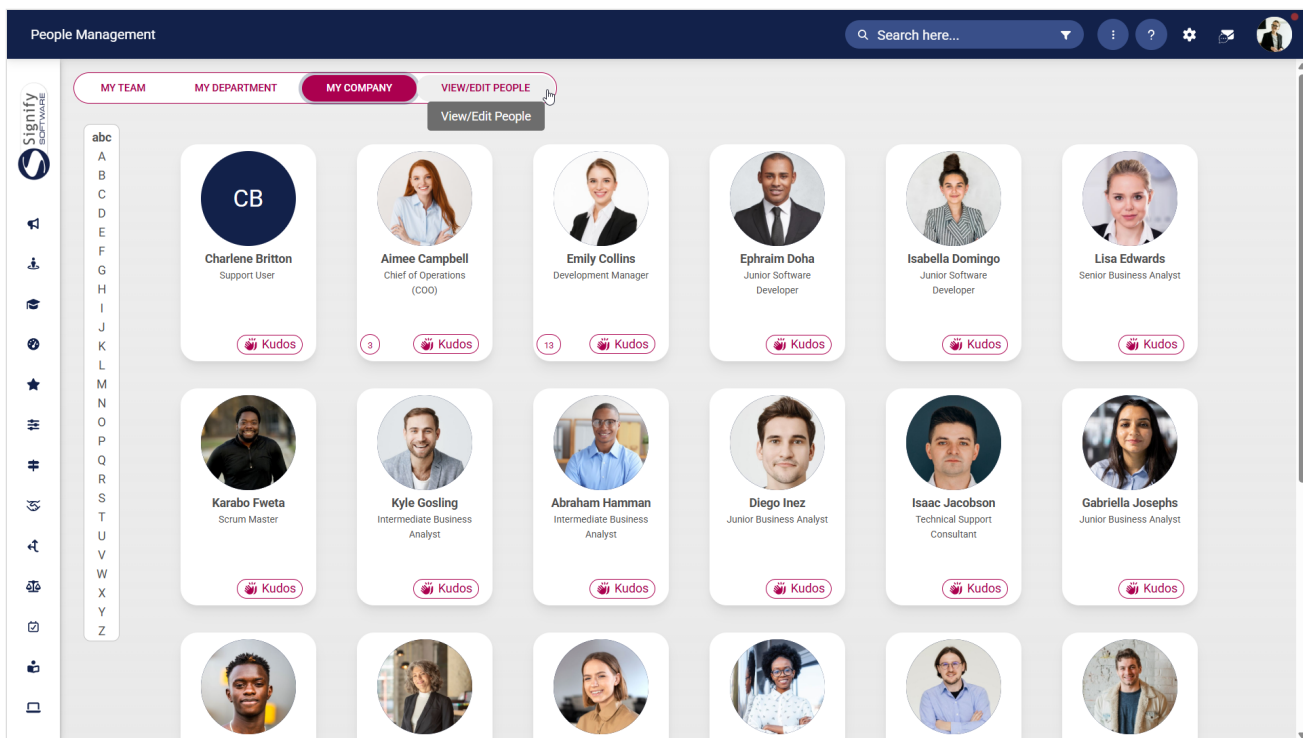
Terminate users

When an employee's journey with a company concludes, they can be terminated using the **People Management** module.

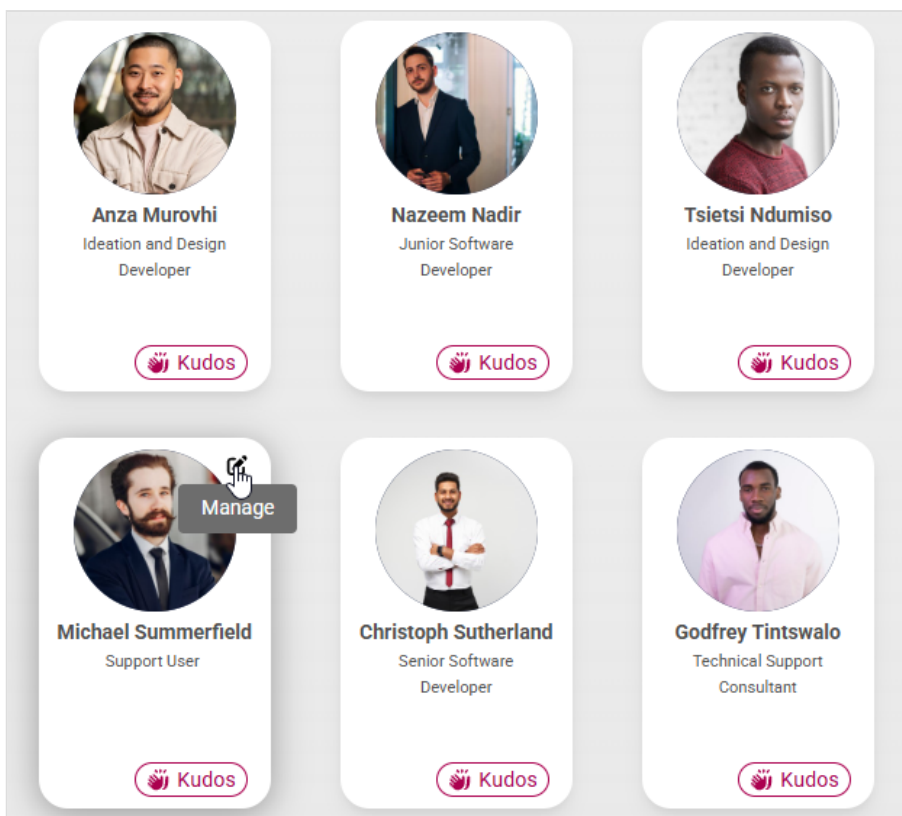
- Hover over the **sidebar menu** and click **People Management**.

The screenshot shows the 'My Dashboard' interface of Signify Software. The dashboard includes a header with the Signify Software logo and a navigation sidebar. The sidebar contains several menu items: Main Dashboard, People Management (highlighted with a mouse cursor), Learning Portal, Performance Management, Career and Succession, Competency Analysis, and My PDP. The main content area displays a 'Kudos' section with a pink icon of two hands clapping and the text 'g with colleagues recently? Send them Kudos.' The top of the dashboard features a navigation bar with tabs for April, May, June, July, and August.

- Navigate to the **VIEW/EDIT PEOPLE** tab.



- Hover over the card of the person you would like to terminate and click on the **pencil icon** to manage their profile.



- On the **left-hand menu** on the person's profile, click on **APPOINTMENT**.

Terminate Person

POSITION CODE	POSITION TITLE	LOCATION IN ORGANISATION	TYPE	FROM	TO
11186593	Support User	Signify Software	Permanent	01 Jun 2024	31 Dec 9999

28/02/2026

Contract Expired

CANCEL

TERMINATE

- Once the termination is complete, the person's profile will reflect the details of the termination.

TRANSFER PERSON

TERMINATE PERSON

TRANSFER PERSON TO ANOTHER RULESET

CANCEL

- Terminated users can be viewed by clicking on the **TERMINATED** filter on the **People Management** dashboard.

