staff records, admin, admin essential, staff employment

## **Ending Staff Employment**

When an employment record ends for a teacher, the student-staff independent study association is automatically ended as well. There may be times when you do not want this happen, such as if the teacher employment record is being ended to reflect a change in employment status Choose from these Options:

- Do nothing (assigned students will stay with the exiting staff member
- Reassign to another staff member (choosing this will provide another form field allowing you to select what staff member the students will be assigned to)
- Close student assignments (all assigned student enrollments of exiting staff member will close)
- Step 1. Go to Admin»Staff Info. »Show Staff List
- Step 2. Choose Staff member and click on Employment or Employment Tab
- Step 3. Scroll Down to enter exit information

Search List S	itaff info Job Class / Assignments	Credentials / NCLB	Employment	Notifications	
	Percent Teaching Time: Hiring Notes:	% (If specified, fi	his value will over	ride the availat	able percentage for teaching assignments)
	Exclude from State Reporting: C Tracks: Fo	] or the purposes of track ]A ØB ØC 5	ing staff attendan ∃ J	ice, which scho	hool tracks does this staff member attend?
Salary / Wage & R	estricted Info				
	Annual Base Salary: \$	(no comma	5)		
	Hourly Wage: \$	(no comma	s)		
Employment Exit					
	Ending date of Employment.* (MM/DD/YYYY)	You may check this this box without setting	blank if still emplo box to automatic an exit date will se	oyed) ally set this stat et the staff men	taff member's login account to be disabled on the same date that the employment record ends. Checking ember's login account to be enabled.
	Exit Terms:	04005E ~	_		
This staff member H	has currently assigned students. Rowido you want to migrate them?	eassign to another staff New Assignee:	ISE	9	
	$\square$				
Cancel					Delete

- Step 4. If assigning to new staff, choose new assignee
- Step 5. SAVE and exit

## From: https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link: https://schoolpathways.com/knowledgebase/doku.php?id=plsis:endstaffemployment

Last update: 2018/01/24 23:06