

Ending Staff Employment

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

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

The screenshot shows the 'Ending Staff Employment' form. The 'Employment Exit' section is highlighted with a red box. It contains the following fields and options:

- Ending date of Employment:** A date picker field with a note '(MM/DD/YYYY)' and a checkbox '(leave blank if still employed)'. Below it is a checkbox: 'You may check this box to automatically set this staff member's login account to be disabled on the same date that the employment record ends. Checking this box without setting an exit date will set the staff member's login account to be enabled.'
- Exit Terms:** A dropdown menu with '--CHOOSE--' selected.
- Reassign to another staff:** A dropdown menu with 'Reassign to another staff' selected.
- New Assignee:** A dropdown menu with '--CHOOSE--' selected.

At the bottom right, there is a 'Save' button highlighted with a red box. Other buttons visible include 'Cancel', 'Delete', and 'Save' (in a smaller box at the bottom right).

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

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