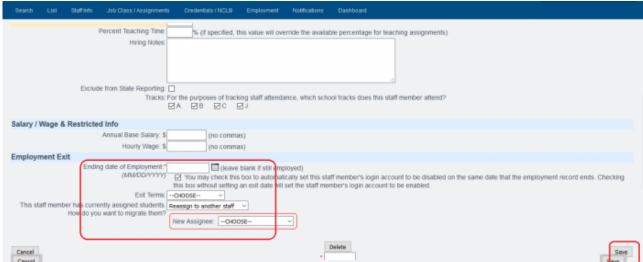
2025/10/30 17:44 1/1 Ending Staff Employment

staff records, admin, admin essential

## **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



- Step 4. If assigning to new staff, choose new assignee
- Step 5. SAVE and exit
- Last Updated by Max Williams on 2016/03/14 19:34

## From:

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

Permanent link

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:endstaffemployment&rev=1485296183

Last update: 2017/01/24 22:16