ENDING EMPLOYMENT IN ROLES PORTALS
USER GUIDE

Login to the desired Contractor Management Portal

LOGIN

Go to the desired Powered by Onsite Portal

Enter your username and password and click "Login"

- This guide assumes you already have an existing Login and you are an administrator of the desired Contractor Management Portal

- **Aim:** To allow Portal Users (company administrators) the ability to efficiently remove the employment association / status of their employees who are no longer employed by their company

- **Benefit:** Company Administrators no longer have to contact Pegasus to request someone to 'End Employment' for their worker
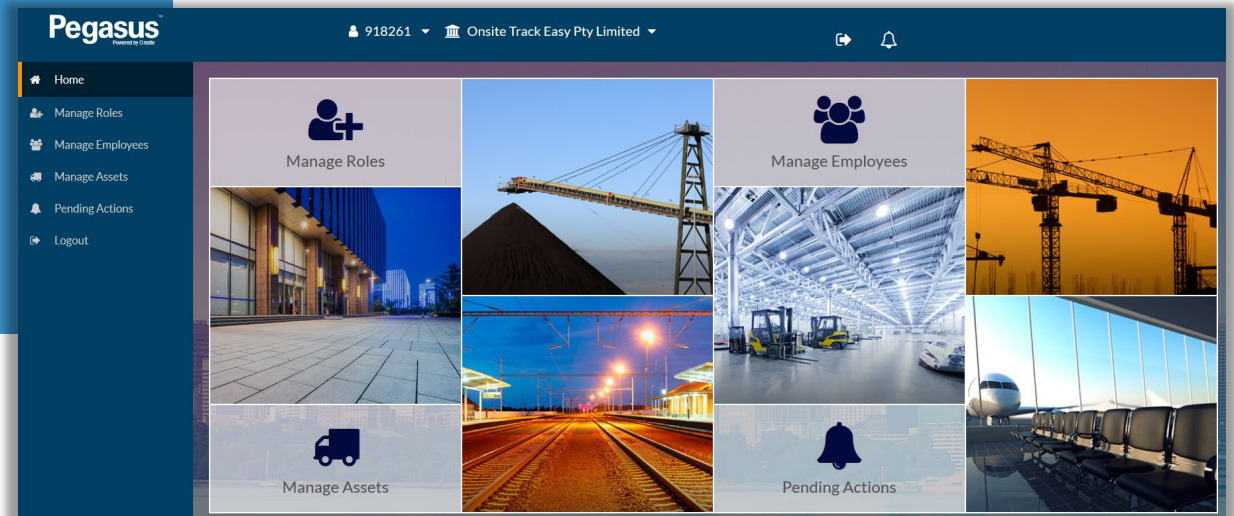
Login to the desired Contractor Management Portal

LOGIN

After login you will be taken to the portal home page.

- This page is where you start most of the functions related to managing your employees.

- You can manage their roles, add employees, or look up employees that have actions to be completed.

ENDING EMPLOYMENT

Ending Employment

NOTE

Ending Employment relies on the "Can End Employment" user right in Onsite Track Easy.

- User rights are detailed more in the Contractor Support page

- https://kb.pegasus.net.au/display/OCCS/Onsite+Contractor

Brooke TEST (Onsite Contractor user)

general | rights

These settings indicate what Brooke TEST may do with data in Onsite Contractor.

✔ Can Use **Onsite**

General Onsite Contractor Access Roles
 Onsite Contractor Access Level: Editor

Specific Onsite Contractor Data Rights
 ✔ Can Manage **User Accounts**
 ✔ Can Edit Onsite Contractor **Settings**
 ✔ Can **End Employment**
 ✔ Can Access **Private Data**
 ✔ Can Manage **Training**
 ✔ Can View **SMS Review** Results
 ✔ Can Action **Corrective Actions**
 ✔ Can View **Corrective Actions**
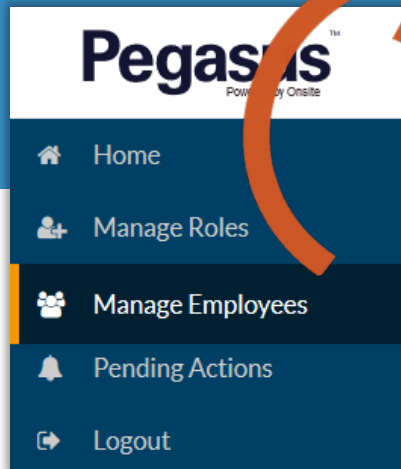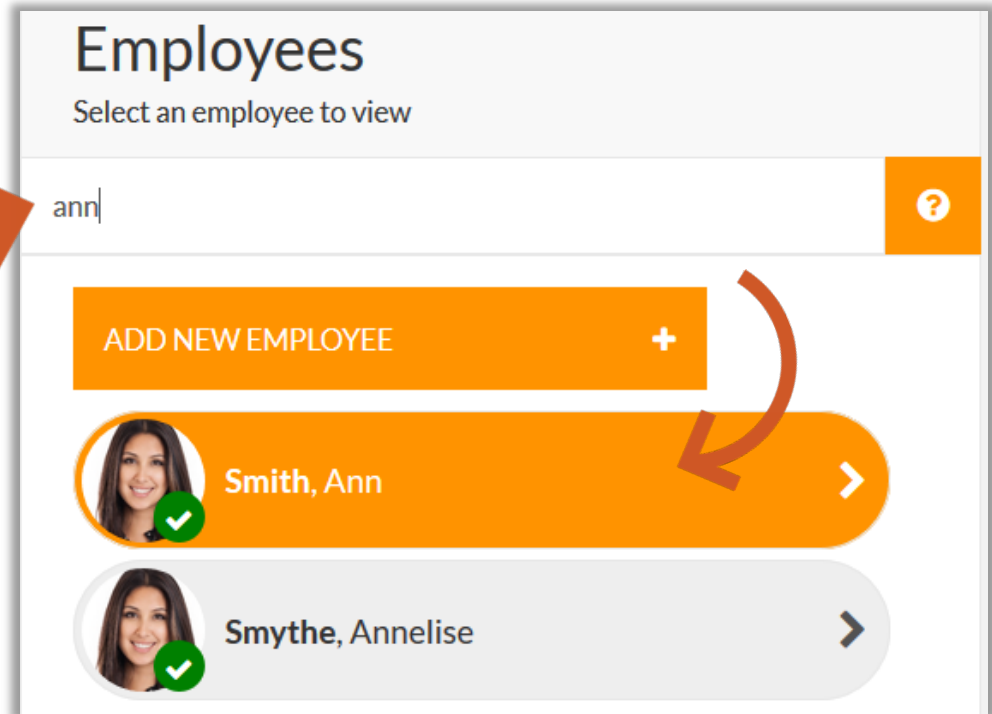
Ending Employment

STEP 1

Click on "Manage Employees"

Click in search box , type name of employee and results will appear

Click the employee you wish to view

- Employees can be searched by First Name or Last Name.
- As you start typing, the search box will start filtering the employees.

Ending Employment

STEP 2

Click on "End Employment"

This will open a new screen that confirms your action before proceeding.

- The End Employment option is now available.

Employees

Select an employee to view

ann

ADD NEW EMPLOYEE +

Smith, Ann >

Smythe, Annelise >

Manage Employee

Manage a selected employee

Smith, Ann
ID# 3099668
Approved

DOB: **01/01/1980**   Gender: **Female**

Phone: **0432112345**   Email: **dchallen@pegasus.net.au**

Address **426 King Street, Newcastle, NSW 2300 AU**

Work Roles   0 3 0 >

Re-invite / Reset Password

End Employment

Pegasus
Powered by Onsite

Ending Employment

STEP 3

Click on "Proceed" Take note of the affect of completing the action

Press "Back to Manage Employees" if this was done in error to cancel.

- Ending employment will REMOVE them from your view and your company. If you proceed, you can no longer see them in your Portals.

- They will still retain all competencies and roles, but will no longer be visible to you in any Portals you manage.

- If removed in error, you will need to contact Pegasus to have them re-instated as an employee.

- A slight pause will occur after pressing "Proceed" and it will return you to the Manage Employees page, with the previously selected employee, no longer being visible.

End Employment

End employment for selected employee

Warning

This will end the employment of the selected employee. Your name and the time at which you do this will be logged for auditing purposes. Are you sure you wish to continue?

If there is any non-completed training, that cannot be 'auto-completed', for the selected employee, you will not be able to end their employment until the person is removed from the training.

Back to Manage Employees	Proceed
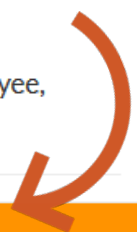
FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

1300 131 194

OR EMAIL **support@onsitetrackeasy.com.au**

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