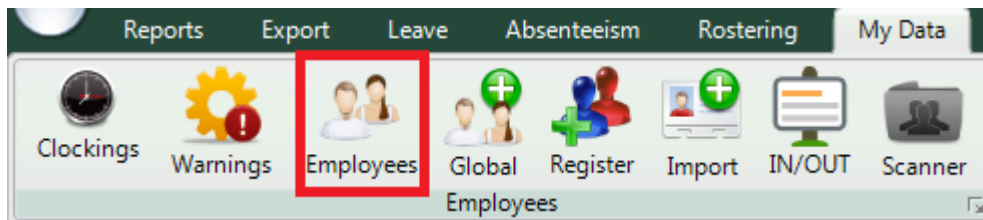
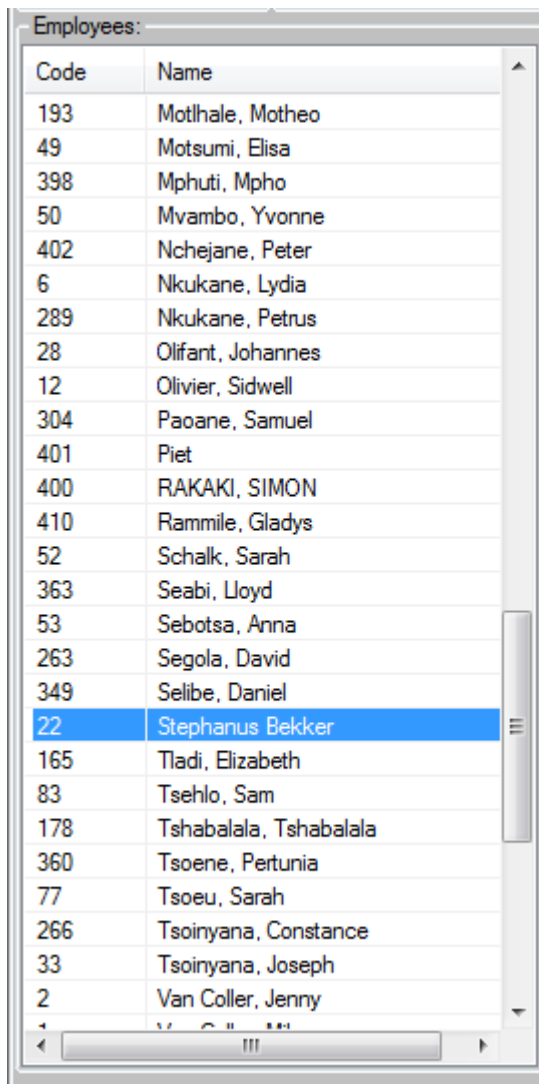


How to change the details of an employee in Nako

If you want to terminate an employee in Nako you will firstly have to navigate to the “my data” tab. Then click the employee button.



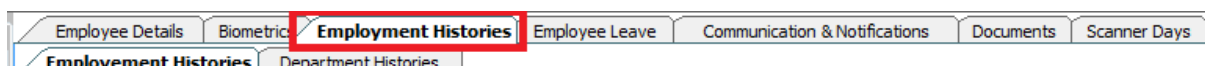
On the next screen select the employee that you want to terminate.



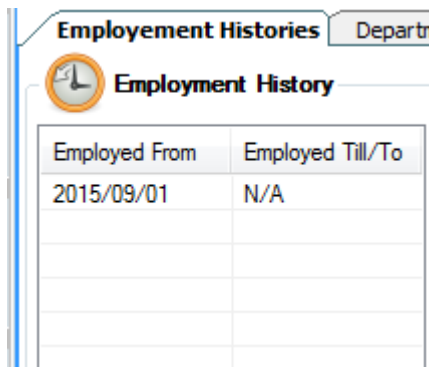
The screenshot shows a list of employees with the following columns: Code and Name. The employee 'Stephanus Bekker' with code '22' is highlighted in blue.

Code	Name
193	Motlhale, Motheo
49	Motsumi, Elisa
398	Mphuti, Mpho
50	Mvambo, Yvonne
402	Nchejane, Peter
6	Nkukane, Lydia
289	Nkukane, Petrus
28	Olifant, Johannes
12	Olivier, Sidwell
304	Paoane, Samuel
401	Piet
400	RAKAKI, SIMON
410	Rammile, Gladys
52	Schalk, Sarah
363	Seabi, Lloyd
53	Sebotsa, Anna
263	Segola, David
349	Selibe, Daniel
22	Stephanus Bekker
165	Tladi, Elizabeth
83	Tsehlo, Sam
178	Tshabalala, Tshabalala
360	Tsoene, Pertunia
77	Tsoeu, Sarah
266	Tsoinyana, Constance
33	Tsoinyana, Joseph
2	Van Coller, Jenny

Click the employee history tab.



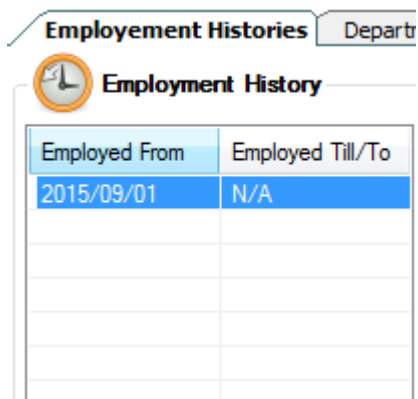
The employee history should now appear.



The screenshot shows a web interface with a tab labeled "Employment Histories" and a sub-tab "Departments". Below this is a section titled "Employment History" with a clock icon. It contains a table with two columns: "Employed From" and "Employed Till/To". The first row contains the date "2015/09/01" and "N/A".

Employed From	Employed Till/To
2015/09/01	N/A

Click on the date to highlight it

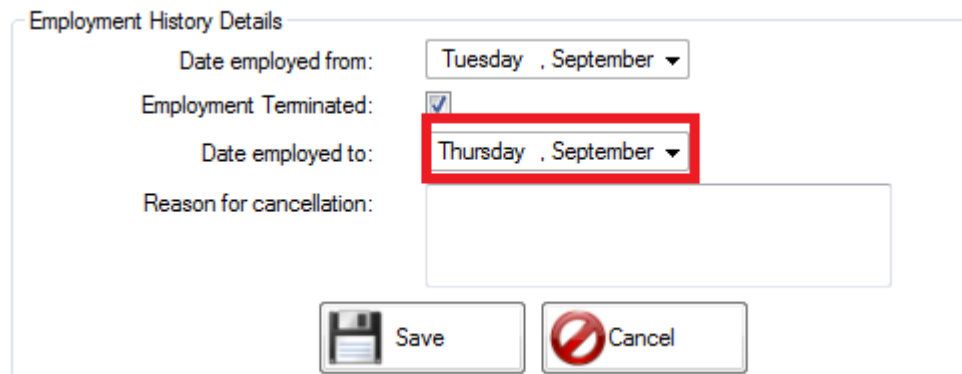


This screenshot is identical to the previous one, but the first row of the table is highlighted in blue, indicating that the date "2015/09/01" has been selected.

Employed From	Employed Till/To
2015/09/01	N/A

After highlighting it the employee histories details should now be available to edit.

Tick the employment terminated tick. The date employed to dropdown should now be available



The screenshot shows the "Employment History Details" form. It includes the following fields:

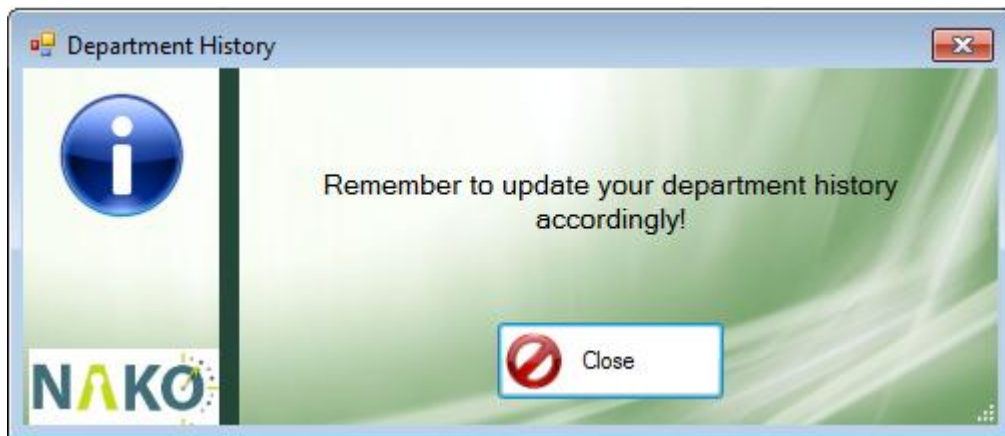
- "Date employed from:" with a dropdown menu showing "Tuesday , September".
- "Employment Terminated:" with a checked checkbox.
- "Date employed to:" with a dropdown menu showing "Thursday , September", which is highlighted with a red box.
- "Reason for cancellation:" with an empty text input field.

At the bottom of the form are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red prohibition sign icon).

Select the day on which his employment will be terminated. You can add a reason for cancellation but it is not necessary for termination proses to work.

Click on the save button.

A message should appear that reminds you to update your department history.



Please take note that it is not necessary to go and change his department history. If an employee is terminated the clocking system will automatically remove him from the department on the same date as specified in the employment history.

The employee will now be terminated.