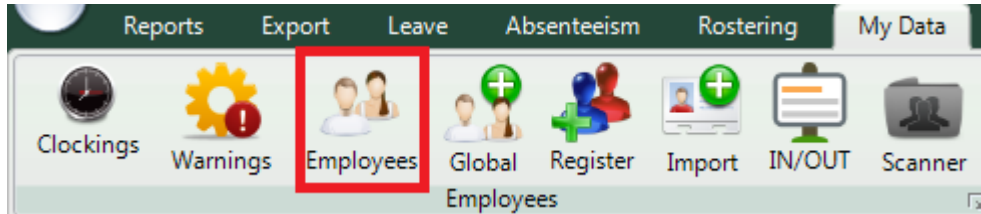


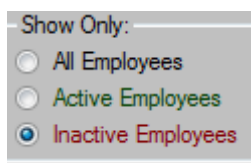
Reinstating an terminated employee in Nako

If you have a previous worker that was terminated on an earlier stage and he needs to be reinstated you can do the following steps.

Firstly navigate to the “my data” tab. Then click the employee button.



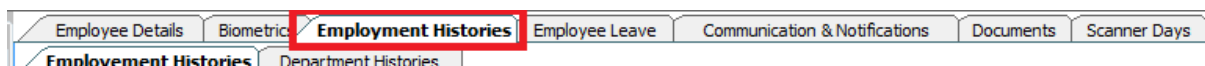
On the next screen click on inactive employees to show all the employees that are terminated



On the next screen select the employee which you want to reinstate.


Code	Name
140	Botipe, Mokone
417	F076 Mosiame, Bernard
419	F079 Monakane, George
420	F080 NKETSI, IGNATIUS
421	F081 MONA, SIMON
422	F082 MUSA ESDRASE
407	Lisa Hugo
110	Mayekane, Thabang
213	Molete, Edward
142	Nkali, Nkali
29	Olivier, Lucky
405	REBECCA FOSTER
179	Richards, Daniel
22	Stephanus Bekker
404	van Zyl, Helene

Click the employee history tab.



The employee history should now appear.

Employment Histories Depart

 **Employment History**

Employed From	Employed Till/To
2015/09/08	2015/09/09

To make him active again click on the add button at the bottom of the page.



The employment history details should now become available. Use the dropdown to select the date when the employee is going to be reinstated.



Employment History Details

Date employed from: **Thursday , September** ▼

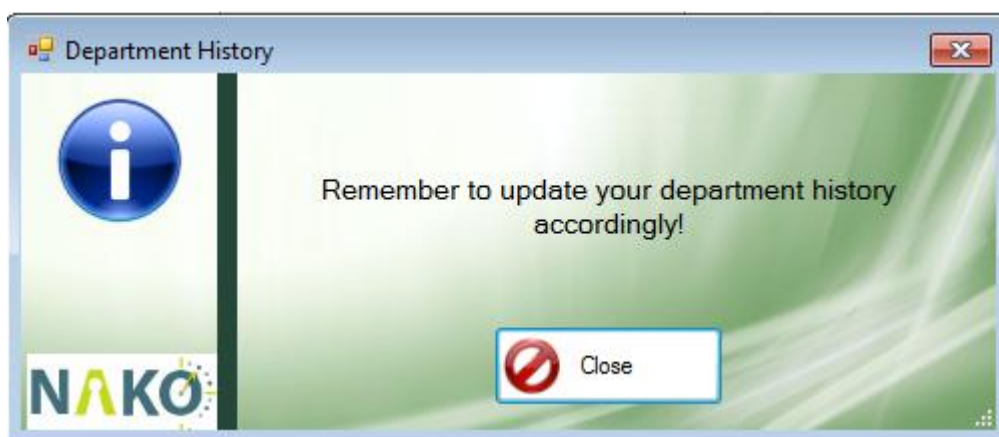
Employment Terminated:

Date employed to: Thursday , September ▼

Reason for cancellation:

 Save  Cancel

Click the save button. A message should appear stating to remember to update your department history.



Click on the close button. Your employee history should now look like this:

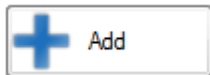
Employed From	Employed Till/To
2015/09/10	N/A
2015/09/08	2015/09/09

Because the person is reinstated, there is a possibility that he will work in another department so next we must add his department history.

Click on the department history tab.



At the bottom of the screen click the add button.



Now use the dropdown next to department to specify his new department in which he is going to work.

A screenshot of a 'Department History' form. The 'Department' dropdown menu is open and set to 'Admin', which is highlighted with a red border. Below it are fields for 'Date employed from:' (Thursday, September), 'Left Department:' (checkbox), and 'Date employed to:' (Thursday, September). At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form are two buttons: 'Add' (with a blue plus icon) and 'Delete' (with a red X icon).

Choose the date in which he will start working and click the save button.

Your department history should now look like this:

Department	From	To
Admin	2015/09/10	N/A
GTAf/Consultants	2015/09/08	2015/09/09

The employee will now be reinstated on your clocking system.

