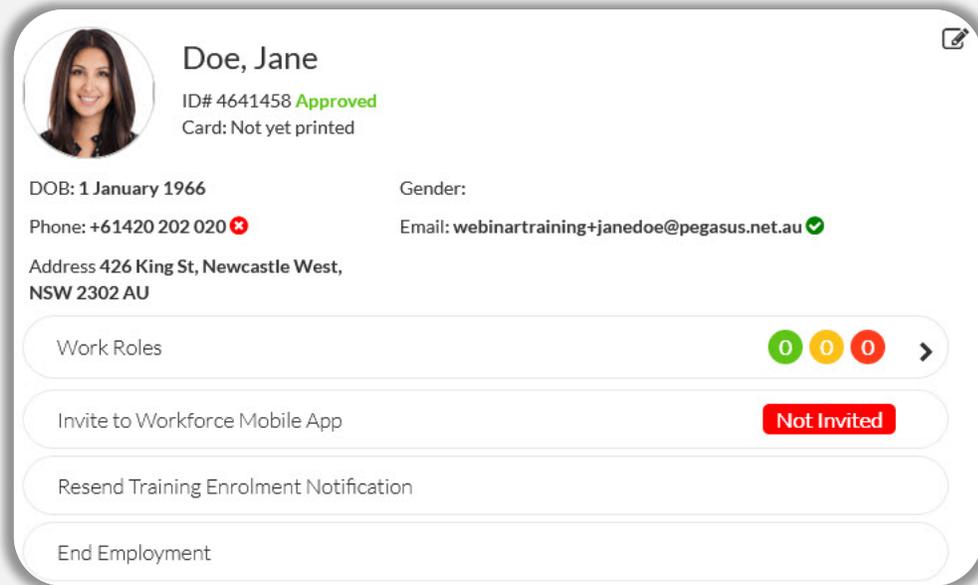# Pegasus Workforce

Ending Employment

Avetta

Ending Employment

- **Supplier Administrators can end a worker's employment from two locations in Pegasus Workforce.**

- **Supplier Portal**

- **Onsite Track Easy**

- **The process requires certain user permissions for the Supplier Administrator to perform this action.**

- **Without the right permissions, the portal will display a message of "Person is Pending 🔒"**

- **Permissions are visible outside the Supplier Portal in a legacy webpage called Onsite Track Easy.**

Checking Permissions

- Access the legacy portal https://secure.onsitetrackeasy.com.au

- 1. Select login with your Pegasus Account.

- 2. Login with your Pegasus Workforce/Avetta Connect credentials:

  - If you are an Avetta Connect user it will take you to the

    Connect page to login again. Once you have logged in, the

    above URL can be clicked and you will have

    access to Onsite Track Easy.

- 3. Onsite Track Easy will load and present you with

  a "green screen" webpage. This is the back end

  database for Supplier Administrators now

  superseded by the Workforce Supplier Portal.
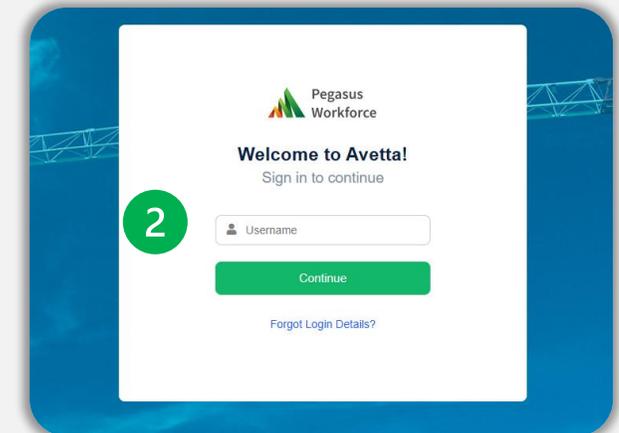
Checking Permissions

- 1.Access the User List from Person > Users

- 2. Do a blank search to see all users configured.

  - Onsite Contractor Users = Standard Administrators

    Employee Personal User = Legacy access for workers to

    Onsite Track Easy and Individual Worker Portal

- Subscription Contact = User that will be sent all communications

  - Worker Expiring Competencies

  - Subscription Expiring Notifications

  - eLearning Training Enrolments

- 3. Select Supplier Administrator to see permissions enabled

- 4. Select Rights page to see permissions enabled for this Supplier

  Administrator. Edit permissions where necessary. Ensure
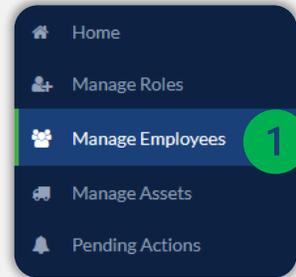
  "Can End Employment" is enabled.
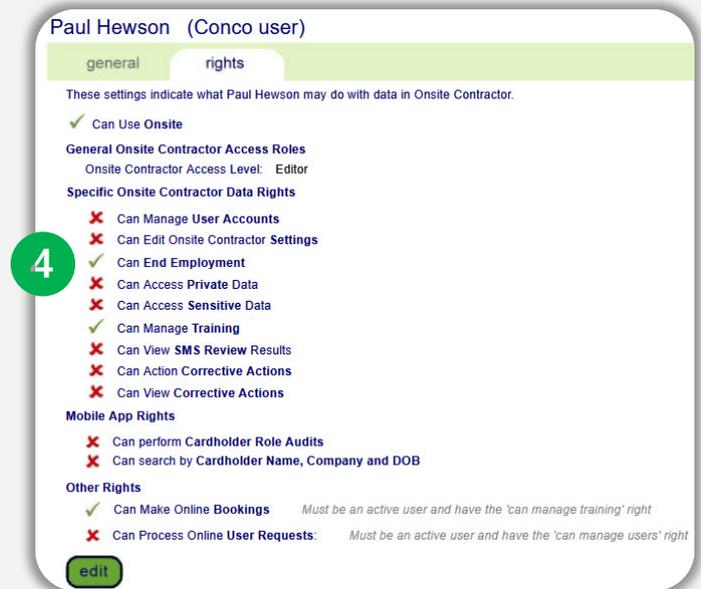
Ending Employment – Supplier Portal

To end Employment for a worker in the Supplier Portal

(*all portals work the same regardless of the client*)

- 1. Select Manage Employees

- 2. Select Employee

- 3. Select End Employment

   (*and read warning!*)

- 4. Select Proceed

- 5.Worker is now removed from view

Ending Employment – Onsite

To end Employment for a worker in Onsite

- 1. Load Onsite Track Easy
- 2. Select Person > Employees
- 3. Search for the relevant worker and click their name
- 4. Select View
- 5. Select "*end employment*"
- 6. Read Warning message and confirm removal by putting in your name and your reason
- 7. Click "*proceed*" to remove worker
- Worker will now be removed from your list of employees
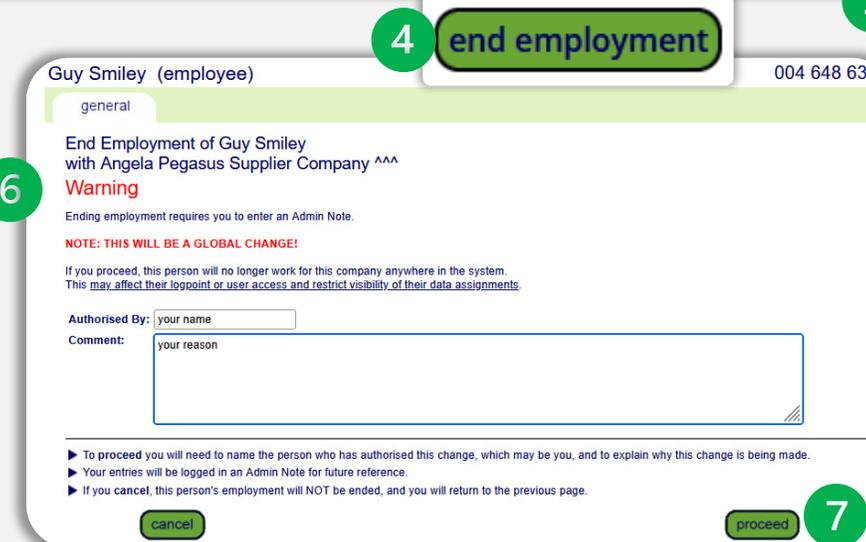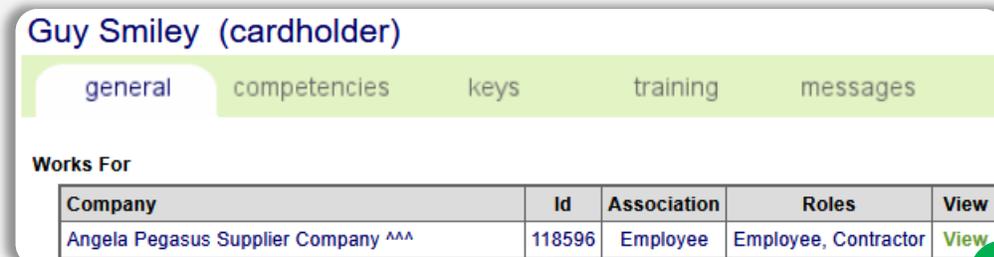
FAQ's

Can I add the worker back if I made a mistake?

▪ *No, You will need to contact Avetta to re-add them to your company. You do not have permission to add workers as administrators in the systems.* <u>This form</u> *will allow you to request to re-add them.*

Can I just remove them from one Supplier Portal and only show in the Supplier Portals they need to be in?

▪ *No, if you end employment, they disappear from all portals. Your employees appear across all supplier portals, because the system does not know where they are needing to work, hence they appear in all portals.*

Will I lose the Subscription if I end employment and need to re-add?

▪ *No, the subscription is against the worker for the duration its active. So if a worker leaves and you re-add them later, they will still have a valid subscription, as long at its current.*

Support

- **eLearning Course** *(no login required)*:
    - **Pegasus Workforce Overview for Supplier Admins**
- **Webinar covering Onsite Track Easy** for Supplier Administrators to learn more about their access and abilities
- Want to know more about Pegasus Workforce?
- **Pegasus Workforce Supplier Support Page**
- **Learning Management System for Learners**