

Amend Start Date (pre-Arrival)

In certain circumstances start dates can/should be amended:

- Where the start date of an individual changes after they have been appointed (but before they are commenced).
- For TUPE-in staff the date will need to be changed to reflect the start date at their previous employer.

What's Changed?

1. Guidance to follow this guide for changing start dates for existing employees removed. (5/11/12)

For all other circumstances contact HRIS Support for advice before proceeding.

Navigate to: Personnel > Maintenance > Set Employee Start Date

1. Enter **Personnel No.** – current dates for the employee will be populated.



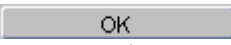

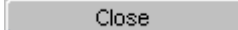
Date Started = Earliest date employee has worked for the organisation in any capacity.
Latest Start Date = Latest appointment start date.

To change start date before individual is commenced:

2. Enter new date in **New Date Started** and **New Latest Start Date** fields.

OR, To reflect continuous service start date for TUPE in staff:

2. Enter start date at previous employer in **Date Started** field.

3. Click . A 'transaction complete' message will appear. Click  and .

4. Exit all windows back to the main Personnel screen.