How to process staff leaver on Cloud

Staff Records · https://cclearninghub.co.uk/docs/how-to-process-staff-leaver-on-cloud/

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Tiggy Crawford

This feature makes it easy to manage staff leavers and protect your system.

The Staff Process Leaver feature allows managers to quickly and securely remove staff from the system once their employment ends. It's a simple process – just enter the reason for leaving and the end date, and the system takes care of the rest.

By using this feature, you'll:

- Instantly remove system access for former staff, helping protect sensitive data
- Keep your staff records up to date and compliant
- Maintain a clear audit trail of leavers for future reference and reporting

It's an easy adjustment with a big impact – helping you stay secure, organised, and compliant without the admin headache.

N.B: When a staff member is marked as a leaver, the system will automatically remove any of their scheduled shifts within the next 12 weeks.

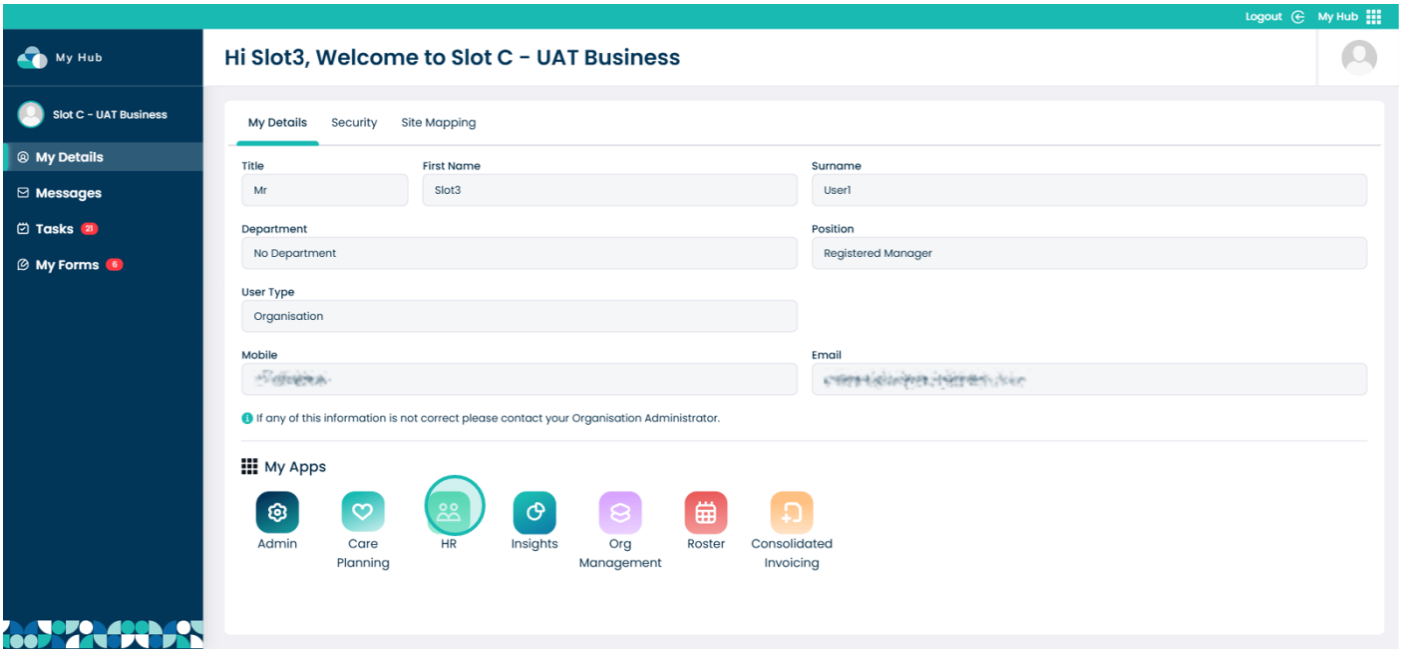
Interactive Guide

Embedded media:

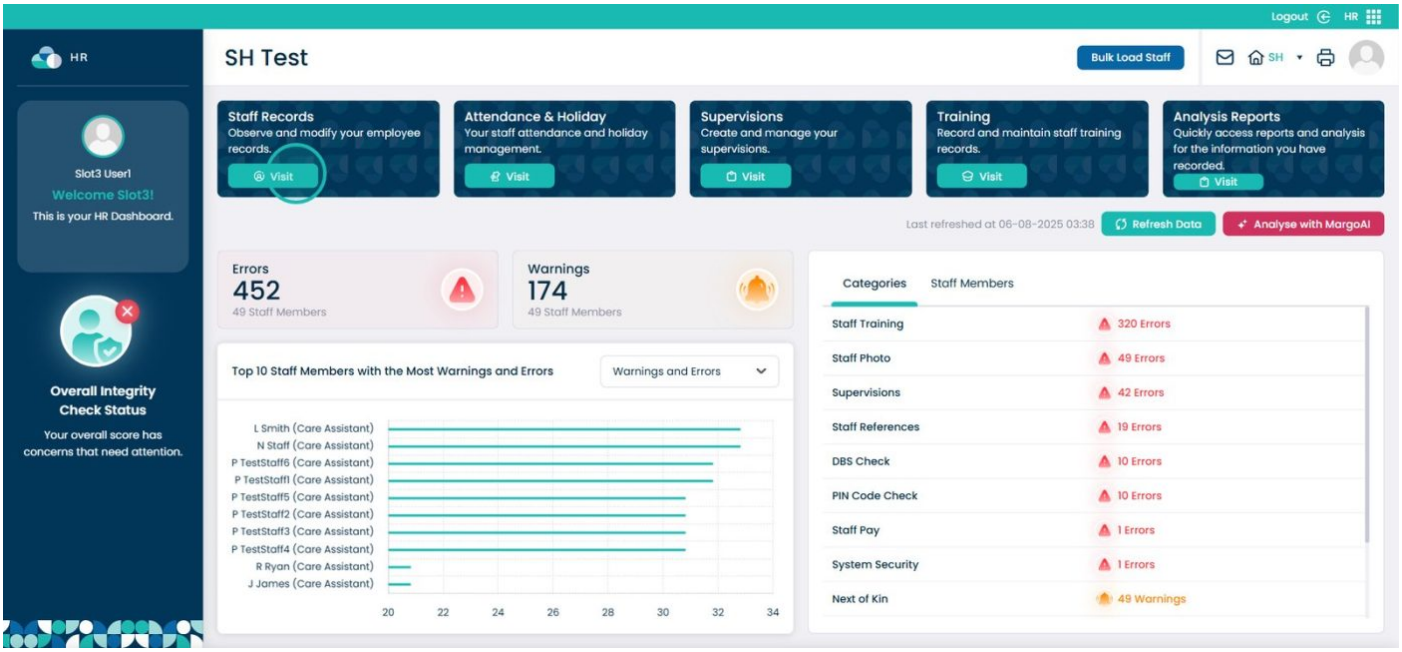
https://demo.arcade.software/wuUN1Qlbww3n3gN1pQxI?embed&embed_mobile=inline&embed_desktop=inline&show_copy

Text based guide

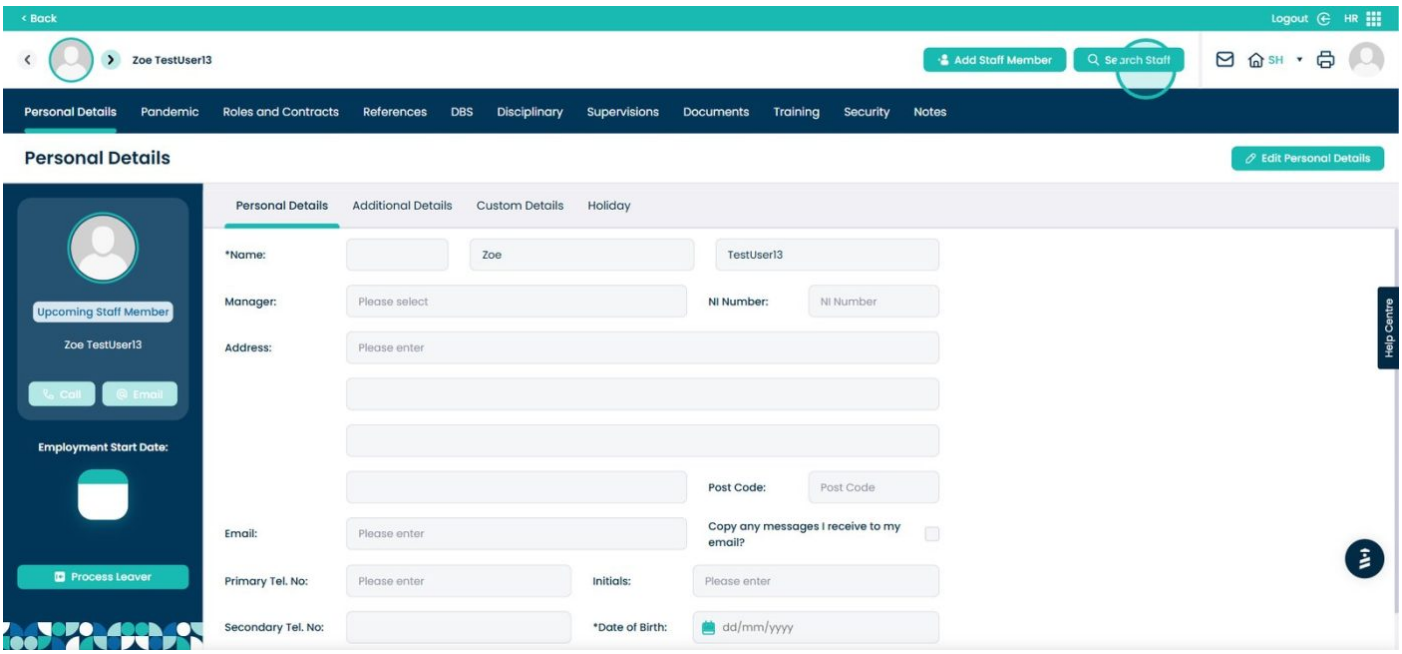
Within the ‘My Hub’ dashboard, click the HR app.



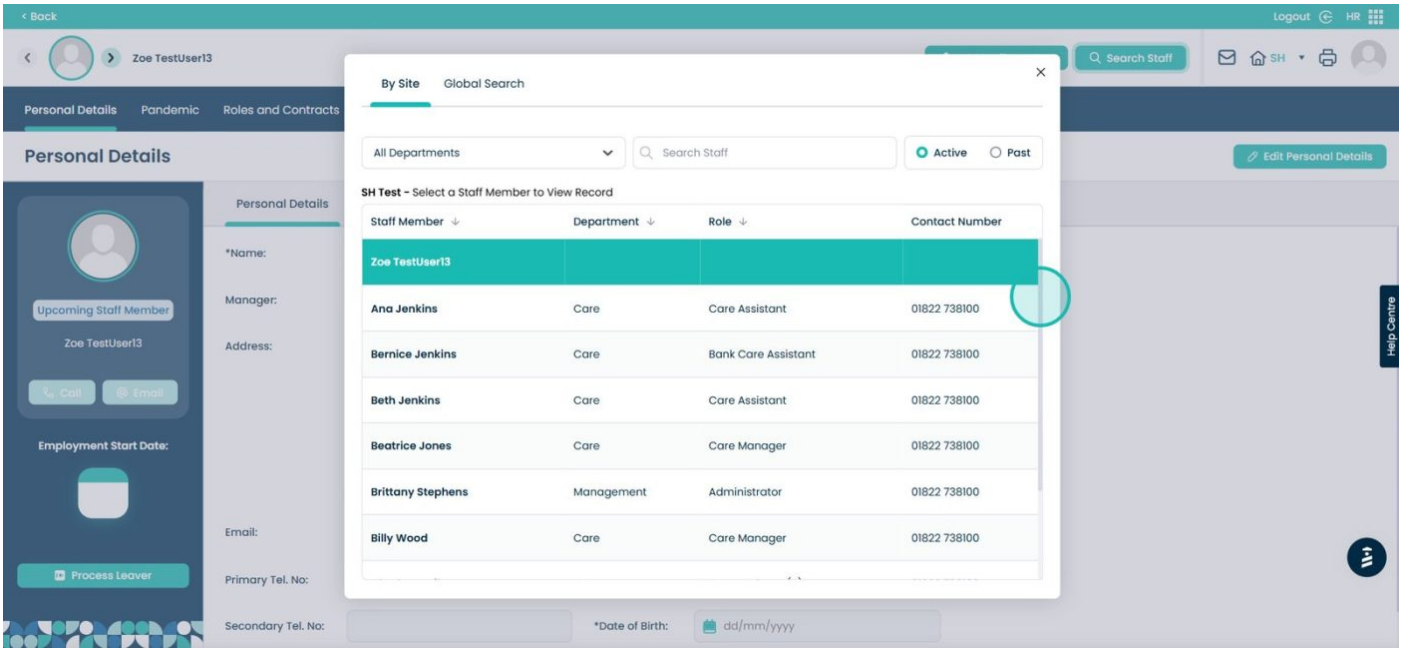
Then select the visit button under ‘Staff Records’.



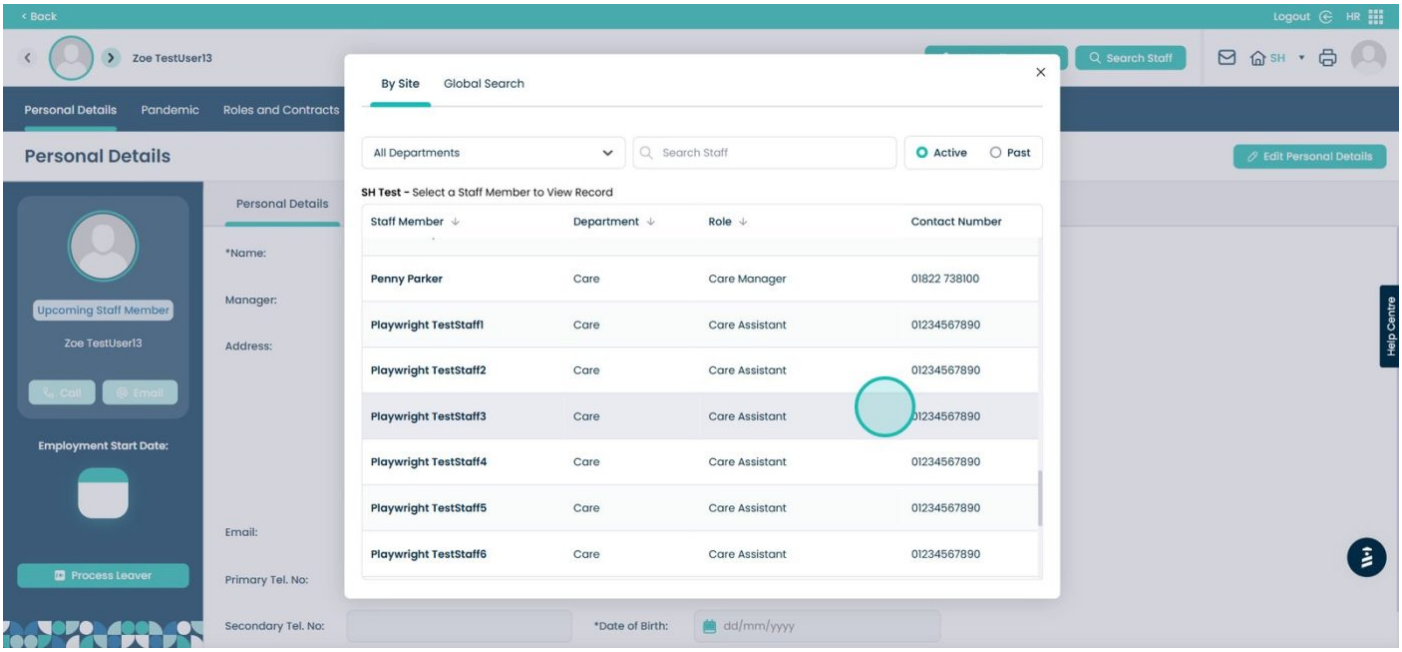
To find the correct staff member, click the ‘Search Staff’ button on the top right of the page.



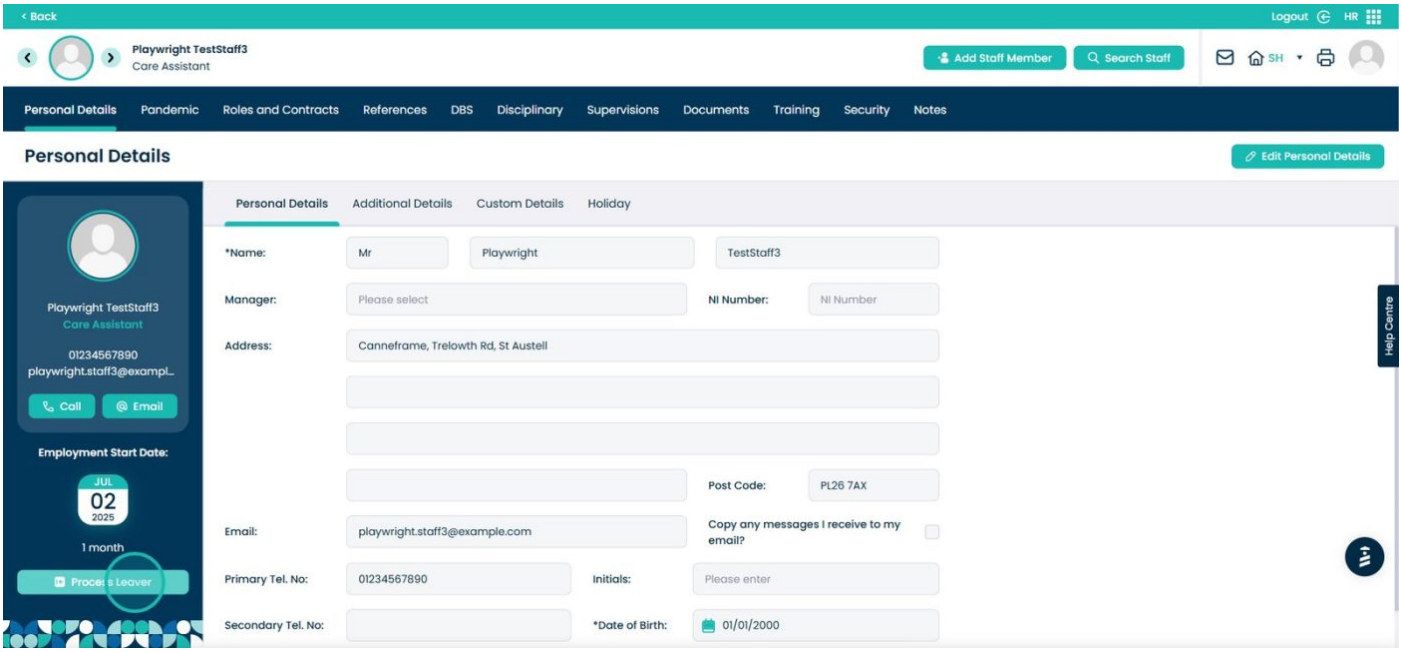
You can also find a staff member by using the scroll beside the names.



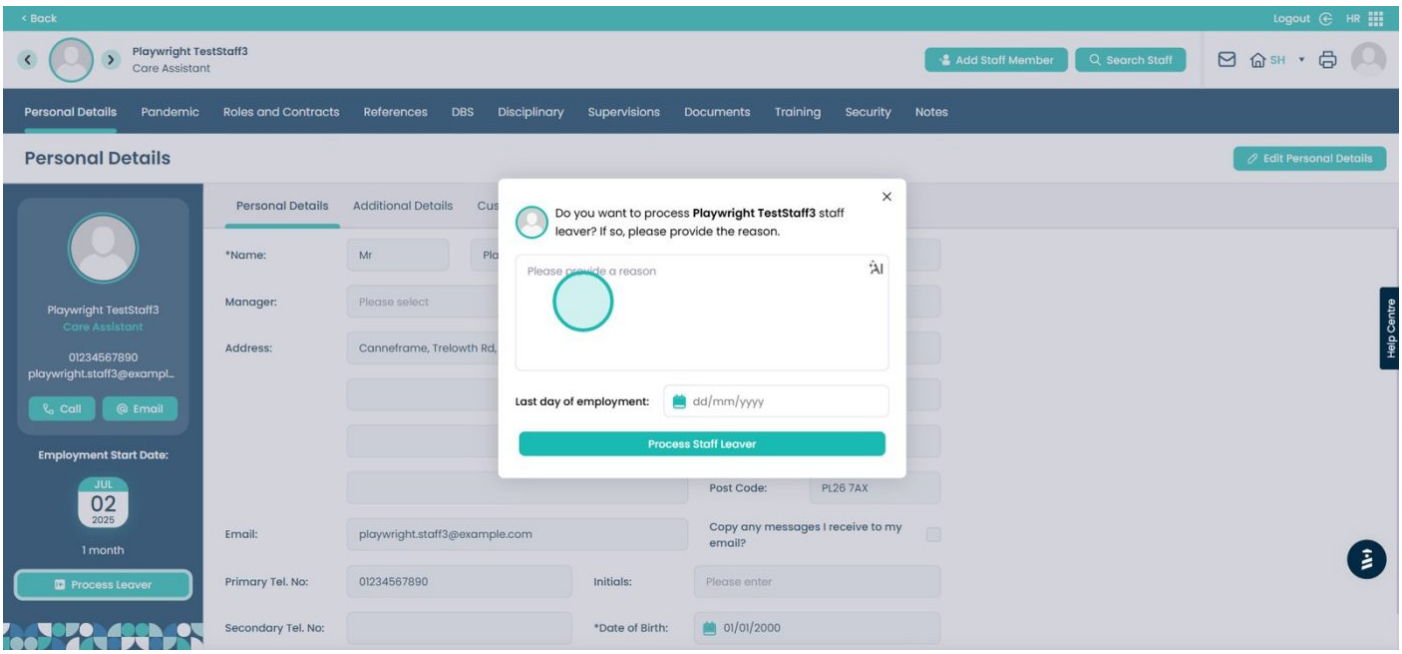
Once finding the right staff member, select the staff.



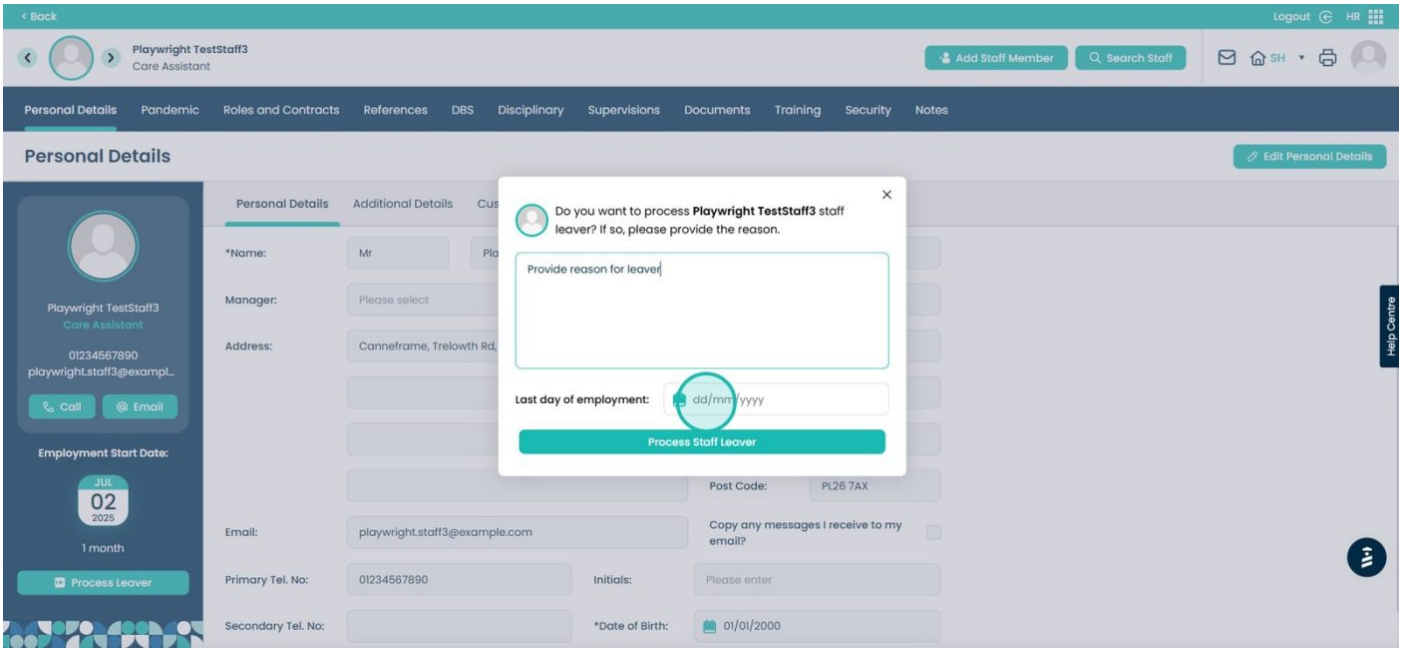
Now select the ‘Process Leaver’ button on the left hand side in the dark blue menu bar.



You will then be asked to provide a reason for processing this staff leaver.



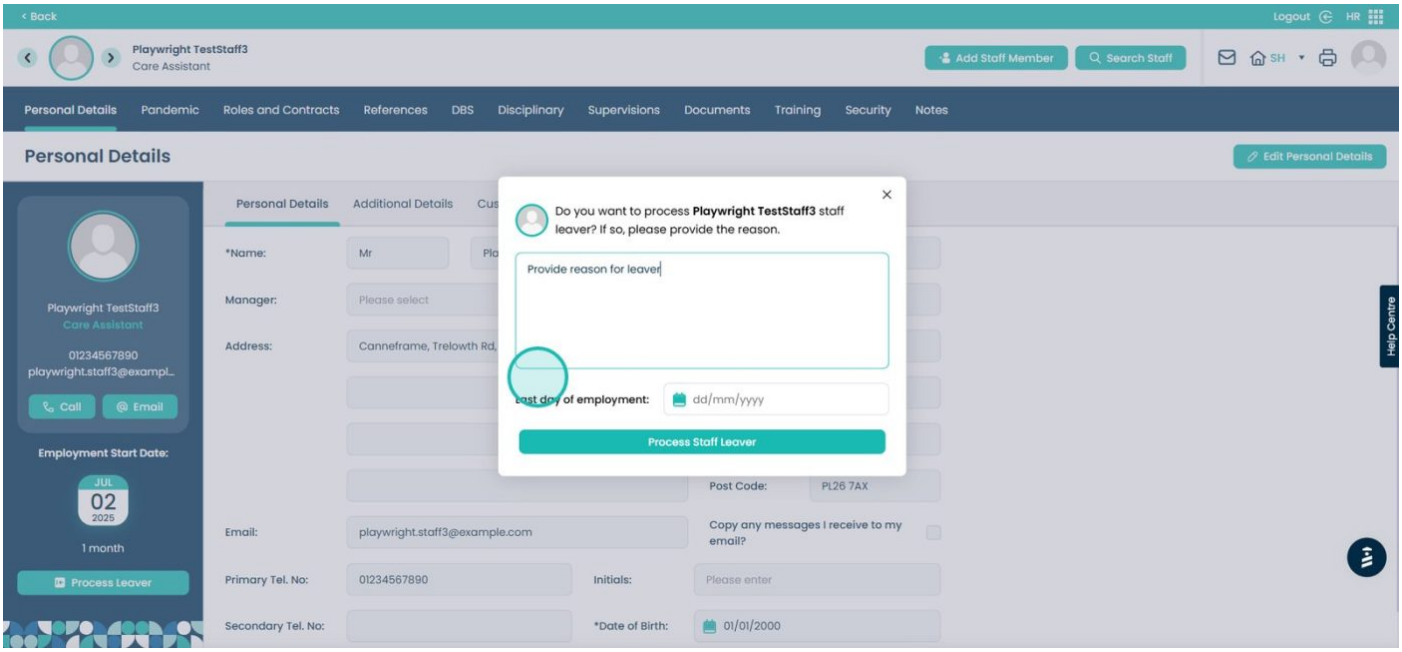
Enter the date of last employment for that staff member.



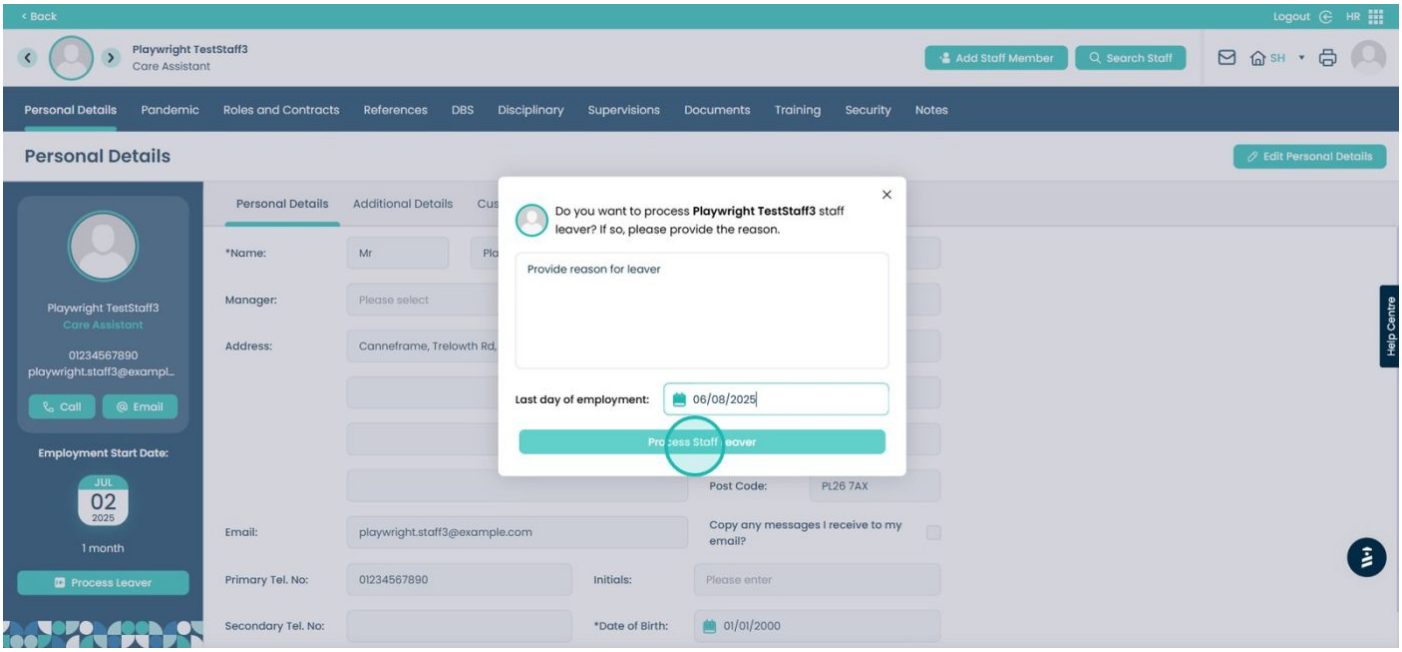
Top tip on entering the last working date

Top tip: You can process a staff leaver in advance. However, please note that the date you enter as their last day of employment is the date their system access will end.

So, if a staff member is working their final shift on **15 August**, you should enter **16 August** as the last day. This ensures they can still access Care Control during their final shift.

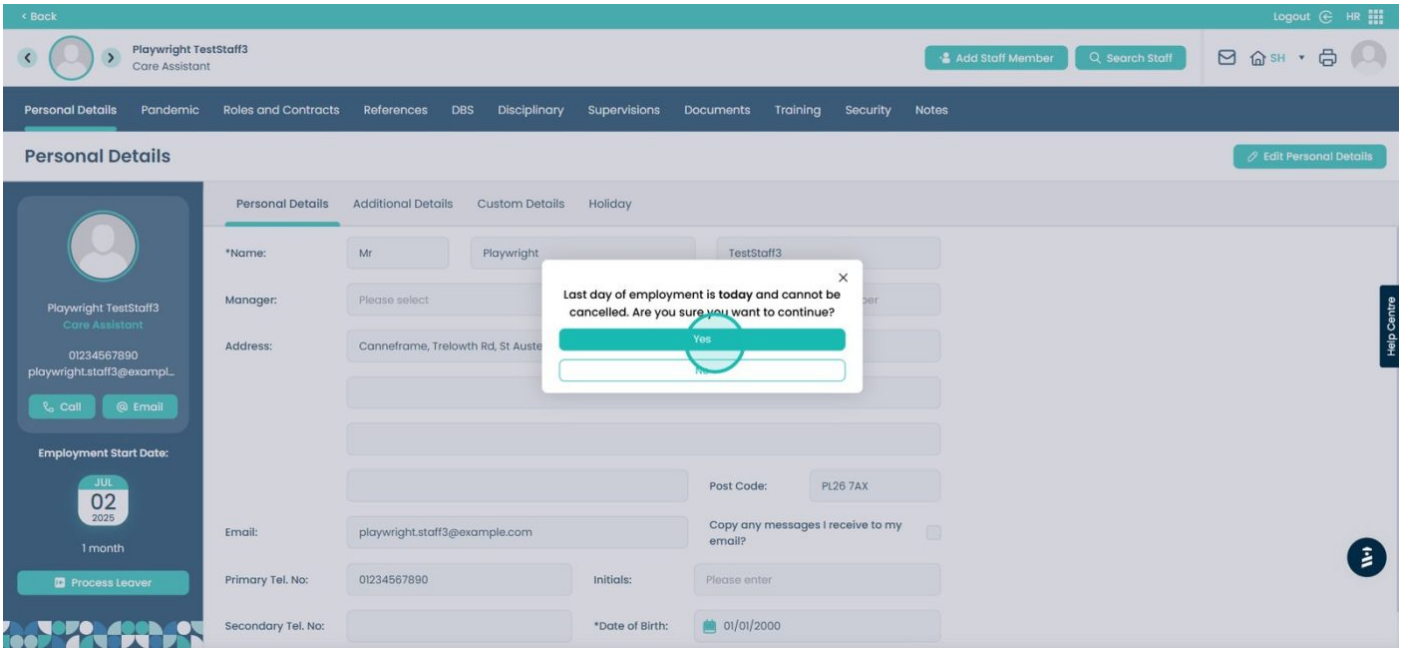


Once you have entered this information, click the ‘Process Staff Leaver’ button.



You will then receive this window before processing the staff leaver. If you are happy with this, click yes. This will then remove access for that particular staff

member.



Was it helpful ?

- Happy
- Normal
- Sad

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