

## Tempora Quick Guide – Handling Leavers

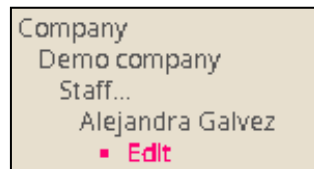
Please note that leavers cannot be entirely removed from Tempora, because the hours they have entered must remain on the system for reporting purposes. A leaving date is added to the leaver's staff record, and his or her name will disappear from the staff list.

### To add a leaving date to a user's staff record

- Click the **Admin** tab.



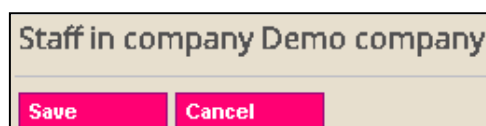
- On the left hand side, select **Staff > Name of the Leaver > Edit**



- Specify the **Leaving Date** for the staff member in the **Leaving Date** field.

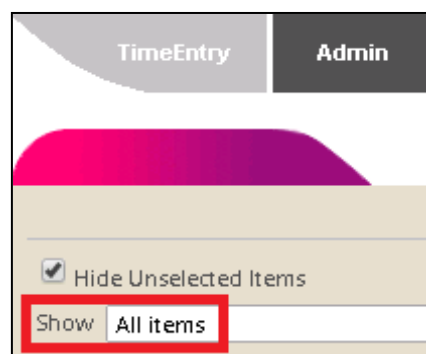
Last Name *	Galvez	First Name *	Alejandra
Login Code *	Aleja	Sex	<input type="radio"/> M <input type="radio"/> F
Date of Birth		Known As *	Alejandra Galvez
Joining Date *	01 Jan 2012	Maiden Name	
Leaving Date	14 Oct 2015	NI Number	

- Click **Save**.



### To Unhide a Leaver

- Select **Show All Items**, as shown below:



- The former Tempora user's name will appear in the staff list along with current users, with the leaving date in brackets after his or her name.