

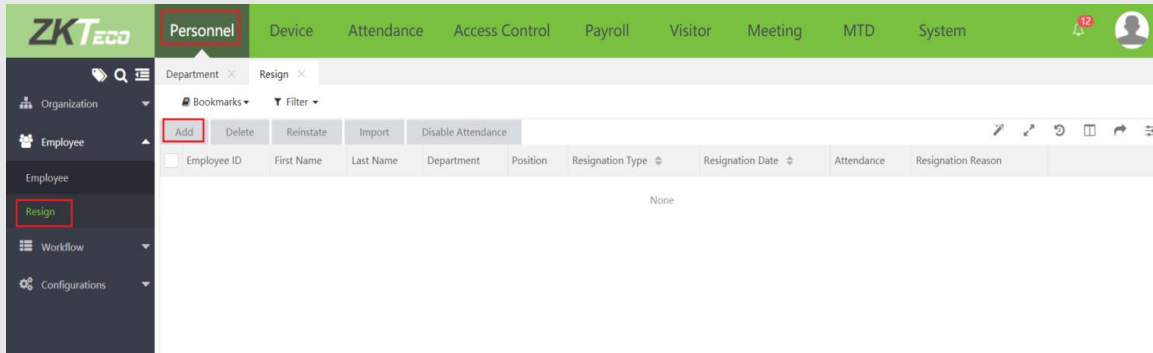
Biotime 8 - Creating Resign Employees

Following are steps to take when you need to disable a person

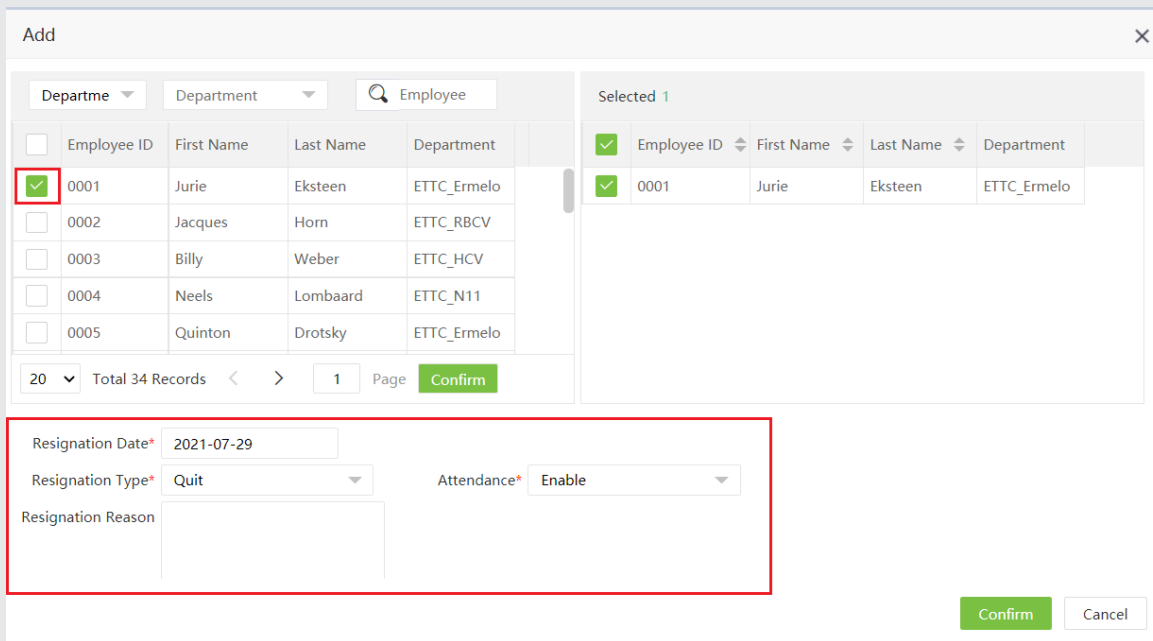
Personnel > Employee > Resign

Click on Add

Select your Employee and click confirm.

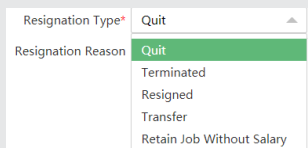


Select The user that resigned



Resignation Date: The date of Resignation

Resignation Type: Select the type of Reg Resignation.



Resignation Reason: A brief description of Resignation

Attendance: Enable means the employee details will be deleted from the attendance device

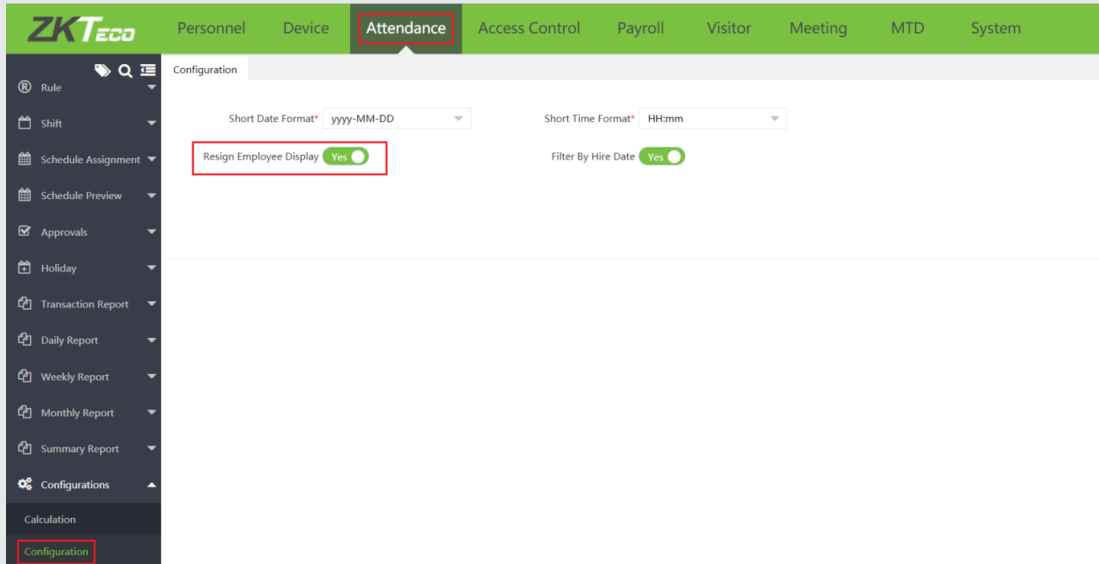
Click Confirm

If you want the Resigned Employee not to display in your reports

Attendance > Configuration > Configuration

Change the Resign Employee Display to No.

All these options should be off to avoid getting a report that has resign employee stated absent



Click on Save