



Rail Industry Worker

Competency Management System

User Guide for Inactivating an Employee

Overview

This user guide can be used when you are wanting to:

- Remove an employee from your company. This may be needed when:
 - They have left your company
 - You are no longer their primary employer and would like to transfer their card management to another company

Why is this important?

It's important to make ex-employees inactive in Onsite Track Easy, so they do not access a work site under a previous employer. Making an employee inactive also "blocks" that employee's card until a new employer notifies us of the company change to unblock the card.

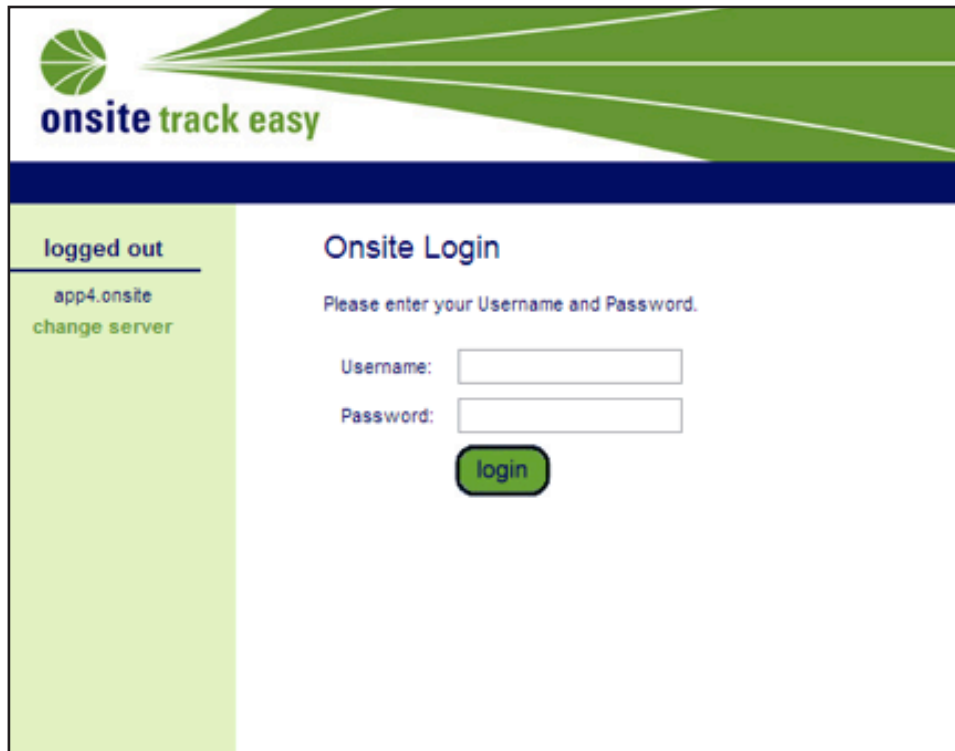
This function allows contracting companies to manage their employees with greater efficiency.

For questions or assistance please call **1300 777 245** or email **riw@pegasus.net.au**.

Contractor Information Site railindustryworker.com.au

Rail Industry Worker Competency Management System

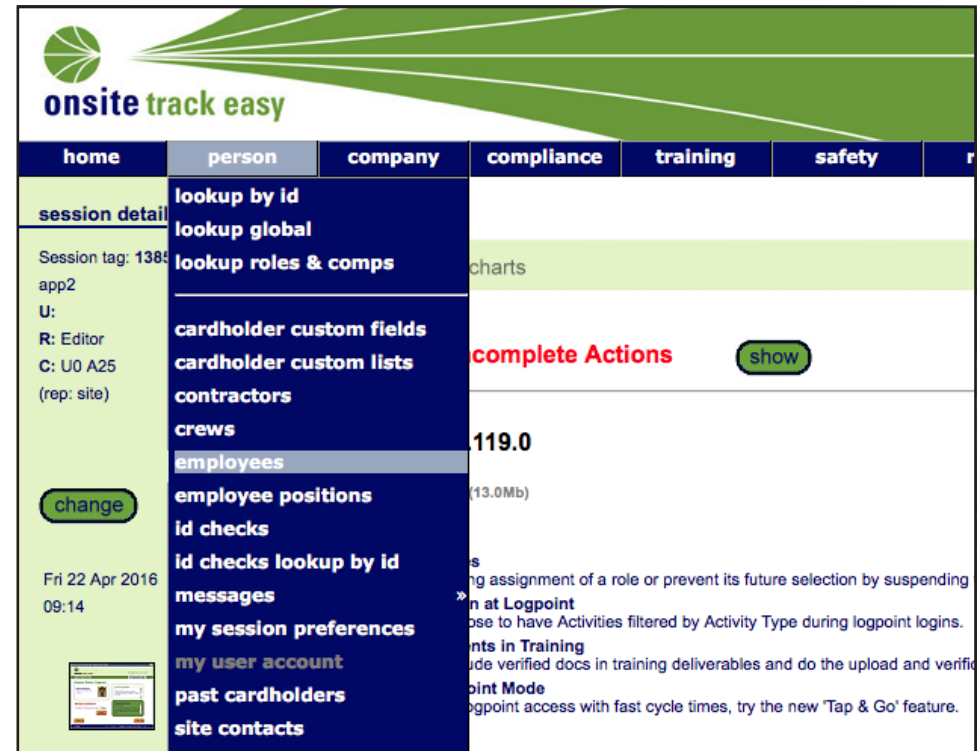
Please follow this step-by-step guide to inactivate an employee in the Rail Industry Worker Competency Management System.



Step 1

Go to the Onsite Track Easy login page:
<https://secure.onsitetrackeasy.com.au/>

This is not the Rail Industry Worker system, however your administrator login details will be the same.



Step 2

Select "Employees" which can be found under the "Person" tab.

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Step 3

Search for the employee you wish to deactivate.

The screenshot shows the 'Employees for' search page in the onsite track easy system. The interface includes a navigation menu with options like 'home', 'person', 'company', 'compliance', 'training', 'safety', 'report', 'setup', 'help', and 'system'. On the left, there is a 'session details' sidebar with information such as 'Session tag: 1385', 'app2', 'U: Editor', 'C: U0 A25', and a 'change' button. The main area is titled 'Employees for' and contains a search form with a 'Find' input field, an 'add' button, and a 'From' dropdown menu set to 'ALL EMPLOYERS'. Below the dropdown are three checkboxes: 'Include Associated who have Other Home Sites', 'Include Unassociated', and 'Include Inactive'. A 'search' button is positioned to the right of these options. At the bottom, there are three bullet points providing instructions on how to use the search filters.

Step 4

From the matches found, select the person you wish to deactivate by clicking on their name.

This screenshot shows the same 'Employees for' search page, but now displaying a list of 16 search results. The results are presented in a table with columns for Name, Id, Photo, Card Print, Employer, Roles, and Home Site. Each row includes a small photo icon and a checkmark in the 'Photo' column. Below the table, there are three bullet points providing instructions on how to use the search filters, similar to the previous screenshot.

| Name | Id | Photo | Card Print | Employer | Roles | Home Site |
|------------|------------|-------|-------------|----------------------|----------------------|-----------|
| [Redacted] | [Redacted] | Yes | 08 Dec 2015 | Employee, Contractor | Employee, Contractor | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee, Contractor | Employee, Contractor | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 21 Jan 2016 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 19 Aug 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 20 Nov 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 16 Sep 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | 09 Dec 2015 | Employee, Contractor | Employee, Contractor | |
| [Redacted] | [Redacted] | Yes | 01 Dec 2015 | Employee | Employee | |
| [Redacted] | [Redacted] | Yes | | Employee, Contractor | Employee, Contractor | |
| [Redacted] | [Redacted] | Yes | 12 Jun 2015 | Employee, Contractor | Employee, Contractor | |

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Step 5

Scroll to the bottom of the employee's profile and select "Edit."



Step 6

Untick the active box, then select "Save."

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For questions or assistance please call 1300 777 245
or email riw@pegasus.net.au