Job ProcessTerminatedEmployees

The **ProcessTerminatedEmployees** job processes selected persons whose termination has already taken effect. It moves them to the termination group stored for the client, sets them inactive, and, for TA persons, starts the manual time accounting from the day after the termination. Persons are not deleted by this job.

Prerequisites

- The TA module must be active.
- In the client, the field **Groups for terminated employees** must contain at least the short name of a hierarchical termination group. Multiple short names are separated by commas.
- The job must be activated and scheduled. It is not active in the default definition.
- The persons to be processed are configured via the selection **Persons, groups, and clients**. The job only processes persons from this selection.

Job Configuration

- **Also move inactive persons to the termination group?**
  The option is deactivated by default. If it is activated, inactive persons without a TA ID are also processed.
- **Persons, groups, and clients**
  Defines the processing scope. A client assignment of the job additionally restricts the selection.

Processing Logic

Person with TA ID

For a person with a TA ID, the job loads the TA record of the TA ID stored in PoPerson.taID. Processing only takes place if the TA termination date is set and lies **before today**. A termination dated today or in the future is not yet processed.

During processing:

- the person is assigned to the termination group from the day after the TA termination date,
- the assignment is set valid until the end of the timeline,
- a manual accounting is started for the TA person from this day,
- the person is set inactive and saved.

Inactive Person without TA ID

If **Also move inactive persons to the termination group?** is activated, inactive persons without a TA ID are also moved. For the validity of the group assignment, today is used as the termination date; the group assignment therefore begins the next day. A manual TA accounting is not started in this case.

Active persons without a TA ID are not processed. An inactive person with a TA ID is not processed via this option if there is no past termination date for their TA ID.

Termination Group

- The group is not selected in the job itself, but is determined via the client setting **Groups for terminated employees**.
- If multiple short names are stored, the job uses only the first termination group found.
- Persons who are already currently members of this group are not assigned again.
- If no termination group is stored, the person is not processed and a warning is logged.

- If the validity of the group does not reach far enough back, the job can **automatically adjust the valid-from date of the group** so that the new assignment is possible.

Multiple TA Employments

The job is not designed to process all TA employments assigned in Webdesk. For each PoPerson, only the TA ID stored in PoPerson.taID is checked. Secondary, previous, or other assigned employments are not processed separately.

If multiple employments are to be checked and processed for terminations independently of each other, a separate business process or an upstream process is required.

Repeated Execution and Error Analysis

- Persons who are already currently assigned are not entered again into the same termination group.
- If the group is missing, check the client setting and the short names of the hierarchical groups.
- For a TA person, check the TA ID and the termination date in the TA system. The date must lie before today.
- If the person's valid-from date is after the termination date, the person is not assigned for safety reasons. A warning is logged for this.
- Check the job logs for warnings and errors, especially in case of missing termination groups or problems saving the person.

The job serves exclusively to process terminations. A separate deletion job is provided for the final deletion of personal data.

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Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	processTerminatedEmployees
Artefakt-Typ	Job