

# Tab Employment - Terminations

The screenshot shows a software interface for managing employee terminations. At the top, there are navigation tabs for 'Stammdaten', 'Passwort', 'Kontaktinfos', 'Zeiterfassung', 'Organisation', 'Beschäftigung' (which is active), 'Finanzen', 'Familie', and 'Dokumente'. Below these are sub-tabs for 'Beschäftigung', 'Mutterschutz / Karenz', 'Behinderungen', and 'Austritte'. The main content area displays a table with one entry, 'Vorgemerkt'. Below the table is a detailed form for editing this entry. The form includes fields for 'Status' (set to 'Vorgemerkt'), 'Austrittsdatum', 'Bekanntgegeben' (25.08.2017), 'Grund', 'Kommentar', 'Letzter Arbeitstag', 'Zurückgezogen', 'Austrittsbesprechung am', 'Besprechungsinhalt', 'Arbeitsmittel zurückgegeben', and 'Besprechungspartner'. There are also buttons for 'Neu' and 'Zeile löschen'.

Here, you can prepare an employee for leaving the company, or you can execute it immediately, depending on how the status is set.

After saving, you will find the following:

- In the active employment stage, "**Valid to**" is set to the last day of the employment relationship.
- A new "**Terminated**" period is created as of the following day.

If a resignation is only **announced**, this has no direct effect.

The employment segments are unchanged and the notice has not yet become effective.

Up to the notice date, it is still possible for the personnel manager to "**cancel**" the leaving:

- **Select** the marked resignation
- Click on "**Edit**".
- Change status from "**announced**" to "**withdrawn**"
- Click on "**Save**"

Withdrawal of the termination causes:

- The employment relationship remains valid unchanged.