

# Enterprise - How to End an Assignment

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## Why is it Important to End an Assignment?

Once you know an assignment is ending or that it has been ended it is extremely important to end the assignment right away with the correct "actual date ended" in the system. There are various reasons as to why ending an assignment with all being equally as important as the next.

One reason will be to make sure your active employee count is correct. Your company/business may do reporting on active employee counts and having employees who should be inactive in the system as active will leave you with incorrect data.

A second reason is unemployment claims. If an employee is not on assignment, but they are listed as assigned you will not know to look for additional work for them. If your company/business is using WebCenter time entry you could experience timecard fraud or mistakenly entered time. An employee could continue entering and submitting time despite being let go because their assignment is still active. You could also mistakenly enter in time for this active employee.

### Reasons to End an Assignment:

- Accurate reporting & records (especially for [unemployment claims](#))
- Helps with searching for unassigned or assigned employees (then you know who is ready for their next assignment)
- Stops a timecard from being created in payroll so people aren't accidentally paid or payroll isn't waiting for a timecard from someone who no longer works there.

Therefore, it is always best practice to end an employee assignment with the correct "actual date ended" as soon as you're able to.

## How To End an Assignment:

1. Navigate to the assignment record you want to end
2. Update the **Status** to anything other than open (ex. Complete)

The screenshot shows a software interface for managing assignment records. At the top, a blue header displays the employee's name, 'Aaron, Amanda', and their role, 'Worthington Industri, Admin. Assist.'. Below this, key identifiers are listed: Assignment ID: 4301406987, Employee ID: 4295038894, Order ID: 4295067402, and Branch: Minneapolis. A navigation bar on the left includes options like 'accruals', 'adjustments', 'calls', 'commission allocations', 'integrations', 'messages', 'tasks', and 'search'. The main content area is titled 'assignment information' and contains a form with various fields. The 'Status' field is currently set to 'Complete' and its dropdown menu is open, showing a list of status options: 'Complete', 'Completed Early', 'Customer Cancelled', 'Customer Cancelled but has hours to be paid/billed', 'Deleted/Mistakenly entered', 'Employee Cancel', 'Employee Cancel but has hours to be paid/billed', 'Employee missing required documents', 'Evaluation Card In Process', 'Excellent', and 'Fair'. A mouse cursor is pointing at the 'Complete' option in the dropdown. The 'Actual Date Ended' field is visible at the bottom of the form.

- Each system can be different depending on your workflow, work with your manager to determine the best option
3. Select the **Actual Date Ended** - The last day the employee worked

Customer DVA Employee DVA Payr

### job information

Job Title: Admin. Assist. (dropdown)

Business Code: (dropdown)

Start Date: 7/3/2017 (calendar icon)

Expected End Date: 8/2/2017 (calendar icon) Original Start: 7/3/2017 (calendar icon)

Actual Date Ended: 1/7/2020 (calendar icon)

Shift: (dropdown)

Start Time: ! (dropdown) End Time: ! (dropdown)

Shift Notes: (text area)

Sun Mon Tue Wed Thu Fri Sat (checkboxes)

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4. Select Save (CTRL + S)

If you are looking for a mass update option, check out [How to Mass Update/End Assignments From the Order](#) for more information.

**\*Note\*** If your assignment remains active (green light) after this, don't worry! [Daily maintenance](#) runs to close these assignments fully over night.

## Related Articles

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