

Beyond University: How To End Assignments

Last Modified on 11/03/2021 1:06 pm CDT

Welcome to Beyond University!

New to Beyond University? Start Here: [Basics: How to Log In & Navigate in Beyond](#)

The Beyond University Orientation Series is meant for all Beyond users to get started in our system. In these lessons, you will learn how to log in and navigate as well as other important basic functionality that all users can benefit from.

Beyond University: How to End Assignments

Ending assignments in Beyond helps keep your records accurate and prevents issues like accidentally paying an employee for a week they didn't even work. This course provides an overview of why it's important to end assignments and how to end assignments in Beyond.

Watch the short video before taking the quiz below

Questions to Consider

Before you move on, review the following questions with your team:

1. Which statuses do we use as a team to close assignments?
2. What notification do you get that employee is no longer working a job?

Pop Quiz

Test Your Knowledge with the following quick quiz

Loading [Beyond University - How to End Assignments](#)

Congrats! You've finished this course!

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