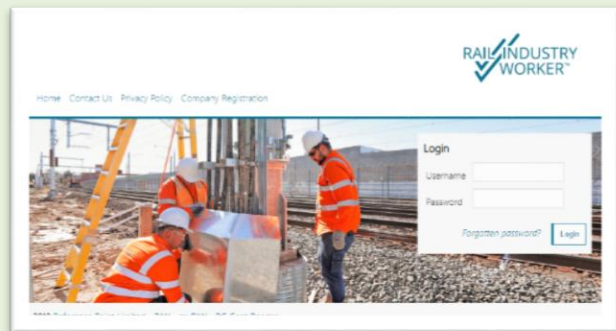


How to end employment with a worker

QUICK GUIDE v1.0

This quick guide will show you how to end employment with a worker.

- Step 1** Go to <https://app.riw.net.au/> and login to the RIW system using your credentials.



- Step 2** Once logged in, click on the **Search for My People button**. Search for the worker using the available filters, select the worker record and press the **Edit button**. Select the **Employment History tab**, select the Company Name and press the **Edit button**. Enter an appropriate leave date for the worker and press the **Save button**.

