

There is various tracking and recording activity to be carried out around the probation of non-academic appointments. This guide covers updating probation details/dates. See **QRG: IP3_Initial Periods of Office** for academic appointments.

Navigate to: Personnel > Maintenance > Personal Profile

1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens:

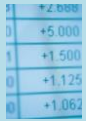
2. If relevant, click into the **Appointment Id** to ensure the correct appointment is highlighted.

3. Depending on the situation:

Field Name (* mandatory)	Description
Probation Expiry Date	Update if required.
Review Date 1 or 2	Update if required.
Probation Extension Date	Enter revised end date if probation is extended.
Extension Reason	Select relevant reason and add comments as appropriate.
Probation Completion Date	Enter date probation completed.

4. Click . Exit all windows back to the Personnel main screen.

NEXT STEPS: Generate and issue extension letter or end of probation confirmation letter as appropriate. A template for the confirmation letter is available in Core: Tools > Letters: Probation – Confirmed in Post.



	+2.000
0	+5.000
1	+1.500
0	+1.125
0	+1.062

Useful Reports

To help track probation dates don't forget to regularly run:
[PERDEP40 Probationary Dates Due](#)