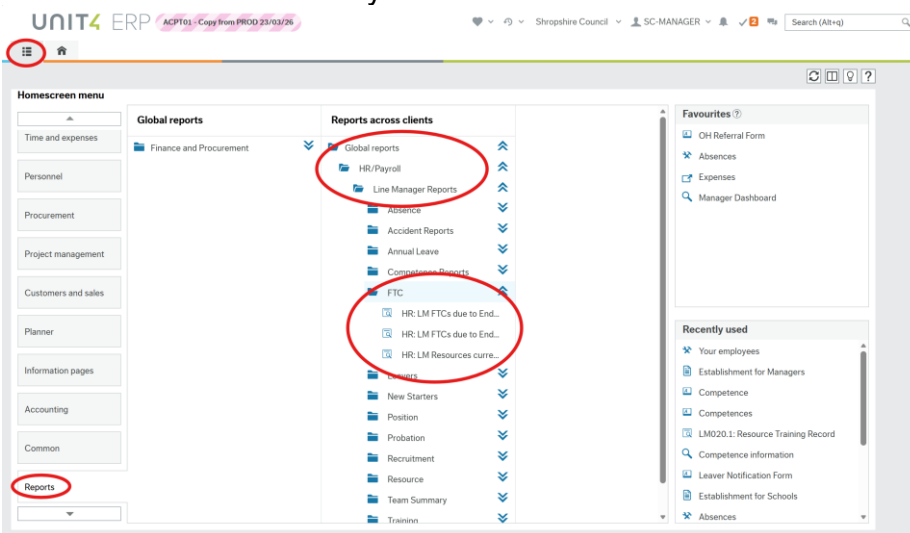


How to report on Fixed Term Contract end dates in the ERP

		Last Updated
1	Scope: This guidance is to show you how to run reports for Fixed Term Contract (FTC) end dates in the ERP.	27.07.2026
2	Introduction: The following guide provides information on how to view fixed term contract dates in real time.	27.07.2026
3	Navigate to Main Menu → Reports → Reports across clients → HR/Payroll → Line Manager Reports → FTC	27.07.2026
4	Step by step process (<i>with videos and screenshots</i>)	
4.1	There are three options to choose to check FTC end dates: • Fixed Term Contracts due to end in the next 4 months • Fixed Term Contracts due to end in the next 6 months • Resources currently on Fixed Term Contracts 	28.07.2026

- 4.2 To view your **Fixed Term Contracts due to End in the Next 4 months**, click into the report.
Click **Search** to populate the fields.

HR: LM FTCs due to End in Next 4 months

Your search produced no results.

☒ Selection criteria

Results

Search

Detail level All levels Copy to clipboard

#	Line Manager	Line Manager (T)	ResID	ResID (T)	Position	Position (T)	Employment Type (T)	Contracted Hours	Pay step	Position Date from	Position Date to

Time executed 28/07/2026 10:54:15 Number of rows 0

All your resources, that are on fixed term contracts due to expire in the next 4 months, will appear.

HR: LM FTCs due to End in Next 4 months

Selection criteria

Results

Search

Detail level All levels Copy to clipboard

#	Line Manager	Line Manager (T)	ResID	ResID (T)	Position	Position (T)	Employment Type (T)	Contracted Hours	Pay step	Position Date from	Position Date to
1					Teacher-MPR		Fixed Term Contract	26.00	TCHMAIN1...	01/03/2019	31/08/2019
2					Higher Level Teaching Assistant...		Fixed Term Contract	7.00	NJCA17	01/04/2019	31/08/2019
3					Lunchtime Supervisory Assistant		Fixed Term Contract	2.00	NJCA01	01/04/2019	31/08/2019
4					Teaching Assistant L1		Fixed Term Contract	3.00	NJCA04	01/04/2019	31/08/2019
5					Forest School Assistant		Fixed Term Contract	1.75	NJCA11	01/04/2019	31/08/2019
6					Teaching Assistant L1		Temporary Second...	28.25	NJCA04	01/04/2019	31/08/2019
7					Teaching Assistant L3		Fixed Term Contract	27.50	NJCA11	01/04/2019	31/08/2019
8					Lunchtime Supervisory Assistant		Fixed Term Contract	1.00	NJCA01	01/04/2019	31/08/2019
Σ								96.50			

- 4.3 To view your **Fixed Term Contracts due to end in the next 6 weeks**, click into the report.
Click **Search** to populate the fields.

HR: LM FTCs due to End in Next 6 weeks x

HR: LM FTCs due to End in Next 6 weeks

☒ Selection criteria

Results

Search

Detail level All levels Copy to clipboard

#	Line Manager	Line Manager (T)	ResID	ResID (T)	Position	Position (T)	Employment Type (T)	Contracted Hours	Pay step	Position Date from	Position Date to

Time executed 28/07/2026 12:59:27 Number of rows 0

All your resources, that are on fixed term contracts due to expire in the next 6 months, will appear.

- 4.4 To view all your **Resources currently on FTC**, click into the report.
Click **Search** to populate the fields.

HR: LM Resources currently on FTC.

Selection criteria

Results

Search Detail level All levels Copy to clipboard

#	Line Manager	Line Manager (T)	ResID	ResID (T)	Position	Position (T)	Employment Type (T)	Contracted Hours	Pay step	Position Date from	Position Date to

Time executed 28/07/2026 13:26:43 Number of rows 0

All your resources, on fixed term contracts, will appear.

- 4.5 Unit4 ERP is set up to automatically cease paying the employee when the end date is reached so when an FTC is ending, the **Leaver Notification Form** will need to be completed to process a leaver or the **Contract/Position Change Form** will need to be completed to extend the contract in a timely manner.

5 Related Video Links

- [How to use Reports in the ERP](#)
- [How to use Reports under Common in the ERP](#)
- [How to complete the Leaver Notification Form](#)
- [How to complete the Contract/Position Change Form](#)

28.07.2026