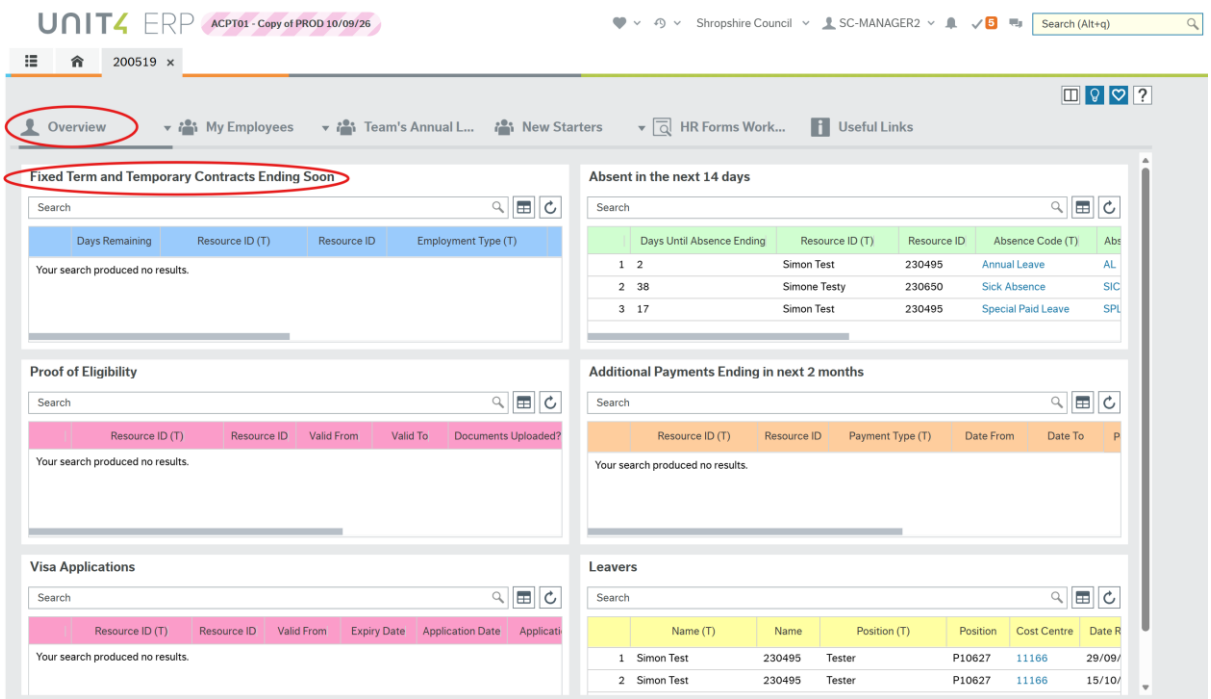
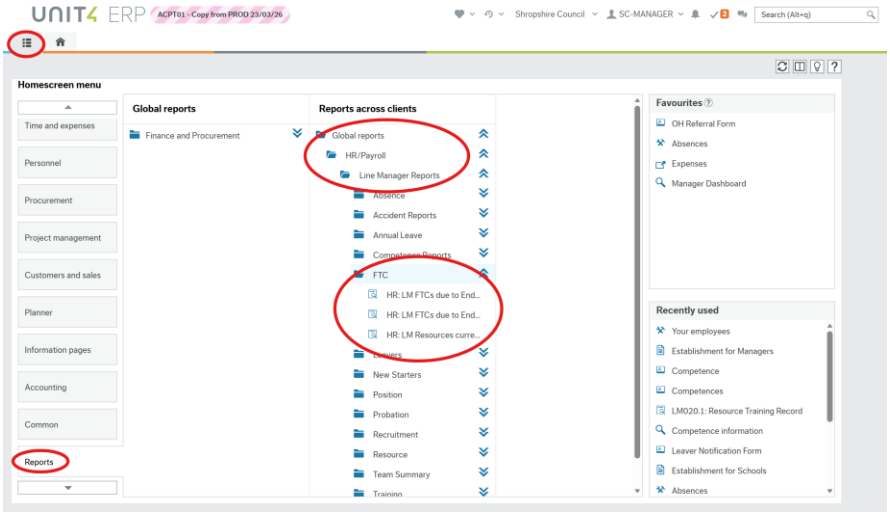
How to report on Fixed Term Contract end dates in the ERP

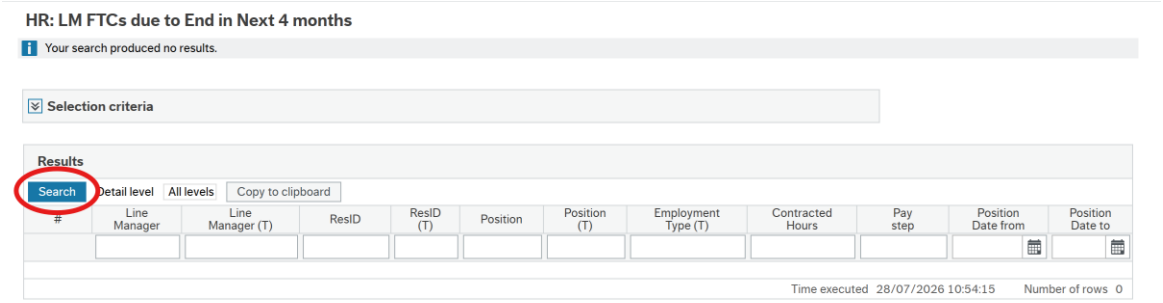
		Last Updated
1	Scope: This guidance is to show you how to run reports for Fixed Term Contract (FTC) end dates in the ERP.	27.07.2026
2	Introduction: The following guide provides information on how to view fixed term contract dates in real time.	27.07.2026
3	Navigate to Main Menu → Reports → Reports across clients → HR/Payroll → Line Manager Reports → FTC	27.07.2026
4	Step by step process *(with videos and screenshots)*	
	4.1 You can see details of **Fixed term and Temporary Contracts Ending Soon** on the **Overview** tab on the **Manager Dashboard**. Navigate to **Main menu > Your employment > Your employment > Manager Dashboard** 	27.10.2026

4.2 There are three other options to choose to check FTC end dates:

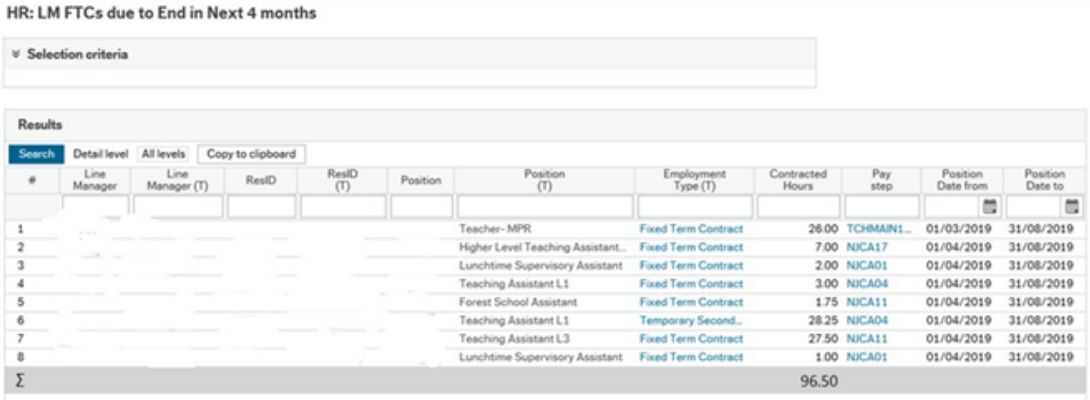
- Fixed Term Contracts due to end in the next 4 months
- Fixed Term Contracts due to end in the next 6 months
- Resources currently on Fixed Term Contracts

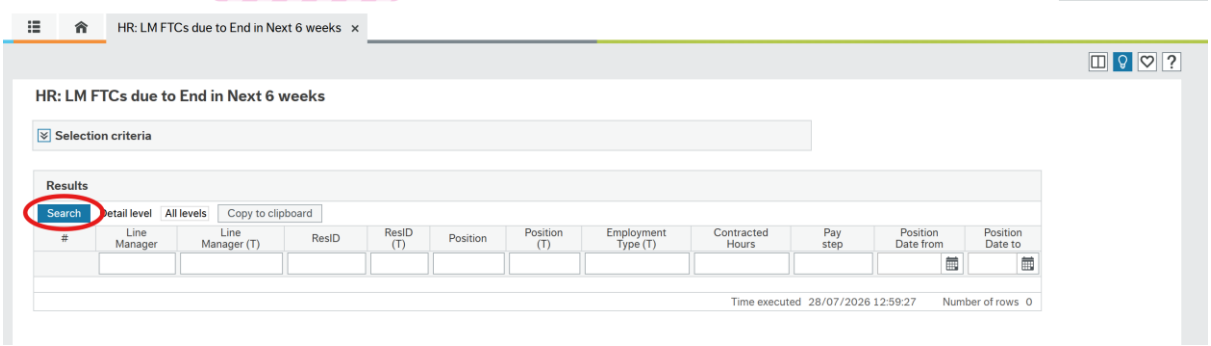
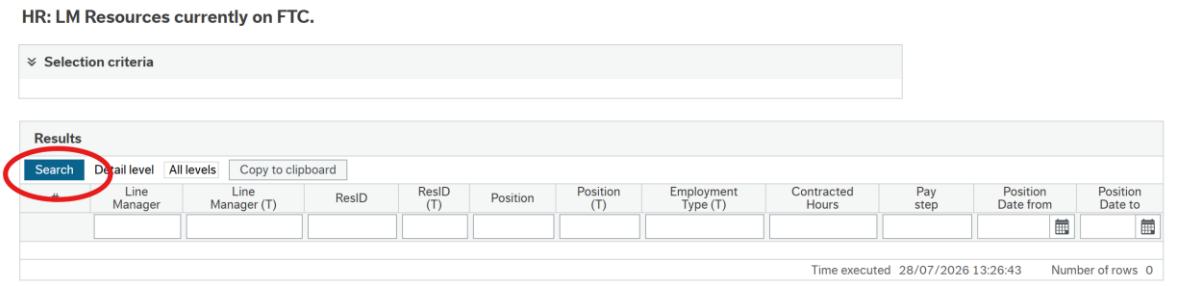


4.3 To view your **Fixed Term Contracts due to End in the Next 4 months,** click into the report.
Click **Search** to populate the fields.



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



	4.4	To view your **Fixed Term Contracts due to end in the next 6 weeks**, click into the report. Click **Search** to populate the fields.  All your resources, that are on fixed term contracts due to expire in the next 6 months, will appear. To view all your **Resources currently on FTC**, click into the report. Click **Search** to populate the fields.  All your resources, on fixed term contracts, will appear. 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 needed 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.	
	4.5		
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