Checking of the external employees by the Supplier Manager Workforce (SMW)

The SMW is responsible for checking from time to time, but at least quarterly, whether the employees registered in the IAM system on behalf of the Supplier are still employed. This prevents external employees from having unauthorized personal access to KPN buildings and/or systems.

How can I see and change the termination date of an employee?
The termination date of the employee can be viewed and changed by the SMW employee of the respective vendor. To do this, the SMW needs to do the following:

1. Log in to the IAM Portal.
2. Go to 'Reporting' and then click on 'Employees'.
3. Use the first and last name to search for the employee. It is also possible to click search directly. In that case all employees will be retrieved.
4. Make sure the filter 'Termination date' is selected in the search criteria. This can be selected in the second filter which says '... of 35 columns'.

   To change the termination date execute the following additional steps:

5. Click on the pencil in front of the employee's name.

Employment	CBL number	Name	Last name
🔍 ✏️ 1234567	CL001234	A	Jansen

6. A number of green buttons appear at the bottom of the page, click on 'Edit Employment Data'.

7. Now it is possible to adjust the date. The employment contract can be prolonged with a maximum of 1 year from the current date. When the end date of the employment relationship is unknown, always select 1 year.
8. Press the 'Save' button to adjust the end date.