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# Employment Relationship End Reasons

Employment relationship end reasons are the paragraphs for terminating the employment contract that you select on the employee card when the work relationship ends. Based on the end reason, Directo knows which formulas to add to the final settlement, how to end the work relationship in the Employment Register and whether the employee left on their own initiative or on the employer's initiative. This way, you can prepare the final settlement quickly and the `Employee Turnover` report shows correct statistics.

You can find the end reasons in the menu `Settings → Personnel Settings →` **`Employment Relationship End Reasons`**.

If your database does not contain all the end reasons you need, ask Directo customer support to add them.

## End reason fields

**Code** - the code of the end reason.
**Name** - the name of the end reason.
**Paragraph** - the short name of the paragraph.
**Relationship End Extra Formulas** - the wage formulas that Directo adds automatically to the final settlement when the work relationship ends, for example `Holiday compensation` or redundancy compensation.
**Initiator** - on whose initiative the work relationship ends: **employer** or **employee**. The `Employee Turnover` report uses this information to distinguish between voluntary departures and departures on the employer's initiative.
**In Report** - the name of the column under which Directo shows this departure in the `Employee Turnover` report.
**TÖR Termination ID** - the code with which Directo ends the work relationship in the Employment Register (TÖR).

Add all wage formulas related to termination to the end reason (for example holiday compensation). Then Directo adds them to the final settlement itself and you do not need to remember them.

If the **TÖR Termination ID** field is empty, the Employment Register does not know with which paragraph to end the work relationship, and Directo shows an error message when the data is sent via the machine-to-machine interface.

## Ending a work relationship

On the employee card, on the **Employment Relationship** subtab of the **Employment relationship and holidays** tab, add the end date and the end reason in the **End §** field on the **last** row of the work relationship. If the employee has a contract and contract amendments, do not add the end reason to

the earlier rows.

If **Yes** is selected in the setting `System settings > Wage Calculation confirming adds holiday balance to the Employee Card`, Directo adds the employee's holiday balance to the **Adjustments** table of the employee card when the final settlement is confirmed.

After the final settlement has been paid, select the **Closed** checkbox on the **Admin** tab of the employee card if the employee must no longer be able to log in to Directo. Also close the employee before making the holiday reserve entry, otherwise Directo calculates a reserve for them.

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