



# **process\_separation**



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[Position Management > Maintenance > PMIS Change in Position > Separation](#)

Complete the following to process an employee separation.

**Current Position**

Complete the following fields:

Field	Description
<b>Pay Frequency</b>	Click  to select a pay frequency.
<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <a href="#">Directory</a> to perform a search in the Employees directory.
<b>Effective Dt</b>	Type the effective date for the change in compensation in MMDDYYYY format.  For example, what is the last day that should be considered for payoff calculations? If this employee is terminating employment, use the termination date.

Be sure to click **Retrieve** to view and update the next few fields. If not retrieved, payoff dates are not available in the **Payoff Dt** drop-down field.

<b>Payoff Dt</b>	Type the payoff date, which is typically the date of the final check.
<b>Termination Date</b>	Type the date on which the employee will terminate employment.  <b>Note:</b> This field can be left blank if the employee is on a leave of absence and is being paid off for now, but will be returning to the LEA at a later date. Or, if the employee is being paid off for one contract to begin a new contract with the LEA.
<b>Early Contract Payoff</b>	Select to indicate that the change is for an early contract payoff.
<b>Action Reason</b>	Select the reason for separation from the position. The action reason codes are maintained on the <a href="#">District Administration &gt; Tables &gt; PMIS &gt; Action Reason</a> page.
<b>TRS Status</b>	This field displays the employee's TRS status. The field is populated based on the employee's payroll record.

Click **Notes** to enter any details related to the separation. The notes can be used as a form of communication between the personnel and payroll departments. The notes are displayed on the [Payroll > Maintenance > Approve CIP Transaction](#) page under **CIP Notes**.

Click **Retrieve**. The **Remaining Payments** and **Payoff Date** under **Occupant Information** are updated. If the payoff amount is equivalent to the standard gross of two or three regular pay periods, manually update the number in the **Remaining Payments** field to 2 or 3 in order to correctly calculate the income tax and State Min 373 amounts.

Maintenance > PMIS Change in Position Position Management

Year: C

CHANGE IN COMPENSATION    NON-COMP FUNDING CHANGES    NON-COMP POSITION CHANGES    SEPARATION

Pay Frequency: 6 - Monthly CYR    Employee: 000445 : HIGBEE, JEFFREY STEVEN    Retrieve    Notes

Effective Dt: 12-17-2021    Payoff Dt: 12-17-2021    Termination Dt: 12-17-2021    Early Contract Payoff:     Action Reason: 24 - TERMINATION    TRS Status: 1 - Eligible

**Current Positions**

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
<input type="checkbox"/>	PAUXILIARY	MAINTENANCE WORKER	00701	2022	5300 - MAINTENANCE WORKER	A

**Occupant Information**

Recalculate Position:     Vacate:     Effective Date: 12-17-2021    Worked 1 Day:     Ignore Pct of Day for Salary Calcs:     Ignore Pct of Yr for Salary Calcs:

Job Code: 5300 - MAINTENANCE WORKER    Primary Job:     Percent Day Employed: 100    Percent Year Employed: 100    Calculate

Pay Concept: Midpoint Pay Grade: AX4    Non-Contracted emp    State Step:    Begin Date: 07-01-2021    End Date: 12-17-2021    Payoff Date: 12-17-2021

Max Days: 256.0    Days Off: 0.0    Nbr Days Employed: 256.00    Hours Per Day: 0.000    Hourly/Daily Rate: 146.450    Actual Salary: 37,491.20    Remaining Payments: 1

Primary Campus: 995 - 995 School    Dept:    Calendar Code: 12    TRS Member Pos: 03 - Support staff    Incr Pay Step:

**Distribution Information**

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
<input type="checkbox"/>	80 - Base Salary	199-51-6129-51-999-299000		C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	37,491.20	
Totals:							100.000	37,491.20	

[Add](#)

Click **Next**. The Supplements page is displayed.

If a supplement position exists, update the number of **Remaining Payments** and click **Execute**. The Separation Report is displayed. In addition to the new pay rate, the salary that the employee would have earned if they worked a full year as well as the salary that the employee actually earned if they did not complete the contract year is displayed.

Date Run: Change In Position - Separation Report Page: 1 of 1  
 Cnty Dist: ASCENDER ISD

Frequency: 6 Emp Nbr: 000445 Employee Name: HIGBEE, JEFFREY STEVEN  
 Pos Sch Yr: 2022 Action Reason: 24 User ID:  
 FICA/Med: M TRS Status: 1 - Eligible Employment Date: 12-17-2021  
 Unemp Ellg:  Wholly Sep Amt: 0.00 Dock Rate: 146.450

Early Contract Payoff:

Notes:

----- Job Code Information: -----

Job Code: 5300 - MAINTENANCE WORKER Effective Date: 12-17-2021 As of First Of Yr:   
 Pay Type: 2 - Non-contracted emp TRS Mem Pos: 03 - Support staff Contract Date Begin: 07-01-2021 Vacate:   
 Pay Grade: AX4 Pct Day Empld: 100.00 % Contract Date End: 12-17-2021 Primary Job:   
 Pay Step: Pct Yr Empld: 100.00 % Payoff Date: 12-17-2021 Ovtm Ellg:   
 Pay Sched: Job Pct Assgnd: 100.00 % Days Earned Adjustment: 0.00 Ovtm Rate: 27.46  
 St Step: Hrs Per Day: 0.000 Nbr Mos In Contr: 12 Ovtm Rate: 27.46  
 Pay Rate: 2,098.750 State Min Sal: 0.00 Nbr Ann Pymts: 12 State Basic Days: 226  
 Hrly/Dly Rate: 146.450 Contr Amt: 17,720.00 Nbr Rem Pymts: 1 Nbr Days Empld: 121  
 Hrly Rate: 18.306 Contr Bal: 2,098.75 Wholly Sep Amt: 0.00 Incr Ellg:

History From Pay Date: 07-23-2021 to 11-19-2021 Paid: 15,621.25 Reg Hrs Wrk: 0.00 Ovtm Hrs Wrk: 0.00

----- Position / Supplement Information: -----

Position: PAUXILIARY Billet: 00701 Position Type: Regular Position  
 Descr: MAINTENANCE WORKER Campus ID: 995 - 995 School Dept:  
 Job Code: 5300 - MAINTENANCE WORKER Extra Duty Cd: Type:  
 State Min Sal: 0.00 Pct Day Empld: 100.00 % Ovtm Ellg:  Rate: 27.46  
 Hrly Rate: 0.000 Pct Yr Empld: 100.00 %  
 Hrly/Dly Rate: 146.450 X Days: 121.000 X Percent: 100.00 % = Adj Contract Amt: 17,720.00  
 Hrly/Dly Rate: 146.450 X Days: 256.000 X Percent: 100.00 % = Annualized Contract Amt: 37,491.20  
 Annualized Amt: 37,491.20 / Max Pymts: 12 X Percent: 100.00 % = Pay Rate: 3,124.267  
 Pay Rate: 2,098.750 X Nbr Rem Pymts: 1 = Adj Contract Balance: 2,098.75  
 Annualized 1 Time Pay Date: Amt: 0.00 Recalculate Position:  Supplement Recalculate:   
 Ign Pct Day for Salary Calcs:  Ign Pct Yr for Salary Calcs:

----- Distribution Information: -----

Xmital	Account Code	Acty	W/C	TRS Grt Cd	Extra Dty Cd	Exp 373	Emplr Contrib	Acct Type	Pct	Amt
<input type="checkbox"/>	199-51-6129.51-999-299000	80	C			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	G	100.000 %	17,720.00
<b>Totals:</b>									100.000 %	17,720.00

End of Report

Review the report for accuracy. If the information is correct, click **Process**. A message is displayed indicating that the Change in Position was successfully processed.

**Note:** In rare situations, the information calculated in a payoff may include special circumstances making it impossible for the system to perform the calculation. If the separation process is not used, it is important to manually update the position in the current year PMIS if the Staff Job/Pay Data fields were manually updated. Keep in mind that manual updates made in Payroll will not be displayed in PMIS historical records.