



process_separation

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Human Resources > Maintenance > PMIS Change in Position > Separation

Complete the following to process an employee separation.

Current Position

Maintenance > PMIS Change in Position Session Timer: 56 min and 50 sec

Change in Compensation | Non-Comp Funding Changes | Non-Comp Position Changes | Separation

Pay Frequency: 6 - Monthly CYR | Employee: 000830 : STEVENSON, SHELLY EDITH | Retrieve | Notes

Effective Dt: 04-05-2019 | Payoff Dt: 04-25-2019 | Termination Dt: 04-05-2019 | Early Contract Payoff: | Action Reason: 01 - EMPLOYEE VACATED (SYS) | TRS Status: 1 - Eligible

Current Positions

| Details | Position Number | Position Description | Billet | Sch YR | Job Code | Status |
|-----------|---------------------|----------------------|--------|--------|---------------------------------|--------|
| PDISTRICT | ASST SUPERINTENDENT | | 00401 | 2019 | 4100 - ASSISTANT SUPERINTENDENT | A |

Occupant Information

Recalculate Position: Vacater: | Effective Date: 04-05-2019 | Worked 1 Day: | Ignore Pct of Day for Salary Calcs: | Ignore Pct of Yr for Salary Calcs: |

Job Code: 4100 - ASSISTANT SUPERINTENDENT | Primary Job: | Percent Day Employed: 100 | Percent Year Employed: 100 | Calculate

Pay Concept: Midpoint | Pay Grade: AP6 | Contracted emp | State Step: 12 | Begin Date: 07-02-2018 | End Date: 04-05-2019 | Payoff Date: 04-25-2019 |

Max Days: 226.0 | Days Off: 0.0 | Nbr Days Employed: 226.00 | Hours Per Day: 0.000 | Hourly/Daily Rate: 397.407 | Actual Salary: 89,813.98 | Remaining Payments: 1 |

Primary Campus: 990 - TEXAS ISD ADMINISTRATION | Dept: | Calendar Code: CO | TRS Member Pos: 01 - Professional staff Incr Pay Step: |

Distribution Information

| Delete | Activity Code | Account Code | Grant Code | Workers' Comp | Expense 373 | Employer Contribution | Percent | Amount | Dup Acct |
|---------------------------|------------------|---------------------------|------------|---------------|-------------|-----------------------|---------|-----------|----------|
| | 80 - Base Salary | 199-41-6119.00-701-999000 | A | | | | 100.000 | 89,813.98 | |
| Totals: 100.000 89,813.98 | | | | | | | | | |

Next **Execute** **Cancel**

Complete the following fields:

| Field | Description |
|----------------------|--|
| Pay Frequency | Click ▼ to select a pay frequency. |
| Employee | 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 Retrieve . Or, click Directory to perform a search in the Employees directory. |
| Effective Dt | 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.

| | |
|------------------|---|
| Payoff Dt | Type the payoff date, which is typically the date of the final check. |
|------------------|---|

| | |
|------------------------------|--|
| Termination Date | Type the date on which the employee will terminate employment. |
| | Note: 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. |
| Early Contract Payoff | Select to indicate that the change is for an early contract payoff. |
| Action Reason | Select the reason for separation from the position. The action reason codes are maintained on the District Administration > Tables > PMIS > Action Reason page. |
| TRS Status | 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.

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

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

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="button" value="J"/> | 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

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="button" value="Delete"/> | 80 - Base Salary | 199-51-6129.51-999-299000 | C | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.000 | 37,491.20 | |
| | | | | | | | Totals: | 100.000 | 37,491.20 |

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

Maintenance > PMIS Change in Position Session Timer: 59 min and 55 sec

Change in Compensation Non-Comp Funding Changes Non-Comp Position Changes Separation

Pay Frequency: 6 - Monthly CYR Employee: 000830 : STEVENSON, SHELLY EDITH Retrieve Notes

Effective Dt: 10-11-2018 Payoff Dt: 10-25-2018 Termination Dt: 10-11-2018 Early Contract Payoff: Action Reason: 23 - TERMINATED TRS Status: 1 - Eligible

Current Supplements

| Details | Position Number | Position Description | Billet | Sch YR | Job Code | Status |
|---------|-----------------|----------------------|--------|--------|----------|--------|
| | COMM | CELL PHONE | 00004 | 2019 | | A |

Occupant Information

Recalculate Position: Vacate: Effective Date: 10-11-2018 As of First of Year:

Extra Duty Code: 27 - CELL PHONE Type: B - Non-TRS taxable bus Primary Campus: 101 - TEXAS ELEMENTARY Dept:

Attached To Position: Billet: Emp Nbr/Name:

Pay Amount Based on Employee Pay: Max Amount: 300.00 Supplement Pay Amount: 300.00 Percent Year Employed: 100 Supplement Recalculate:

One Time Supplement: Pay Date: Max Payments: 12 Remaining Payments: 1 Max Days: 0.0 Nbr Extra Days: 0.0 Calculate

Distribution Information

| Delete | Activity Code | Account Code | Grant Code | Workers' Comp | Expense 373 | Percent | Amount | Dup Acc |
|--------------------------|-------------------------|---------------------------|------------|---------------|--------------------------|---------|--------|---------|
| <input type="checkbox"/> | 79 - Other Supplemental | 199-23-6135.00-999-999000 | | A | <input type="checkbox"/> | 100.00 | 300.00 | |
| Totals: 100.000 300.00 | | | | | | | | |

+ Add

Back Next **Execute** Cancel

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

Business

| Date Run: 05-06-2019 12:28 PM | | | | Change In Position - Separation Report | | | | Page: 1 of 1 | | |
|--|---|--|---|--|--|---------|--------------------------|-----------------------------|-----------|-----------|
| Cnty Dist: | | | | ISD | | | | | | |
| Frequency: 6 | Emp Nbr: 000830 | Employee Name: STEVENSON, SHELLY EDITH | | | | | | | | |
| Pos Sch Yr: 2019 | | Action Reason: 01 | | | | | | User ID: | | |
| FICA/Med: M | | TRS Status: 1 - Eligible | | | | | | Employment Date: 04-05-2019 | | |
| Unemp Elig: <input checked="" type="checkbox"/> | | Wholly Sep Amt: 0.00 | | | | | | Dock Rate: 397.407 | | |
| Early Contract Payoff: <input type="checkbox"/> | | | | | | | | | | |
| Notes: | | | | | | | | | | |
| Job Code Information: | | | | | | | | | | |
| Job Code: 4100 - ASSISTANT SUPERINTENDENT | | | | Effective Date: 04-05-2019 | As of First Of Yr: <input type="checkbox"/> | | | | | |
| Pay Type: 1 - Contracted employee | TRS Mem Pos: 01 - Professional sta | | | Contract Date Begin: 07-02-2018 | Vacate: <input checked="" type="checkbox"/> | | | | | |
| Pay Grade: AP6 | Pct Day Empld: 100.00 % | | | Contract Date End: 04-05-2019 | Primary Job: <input checked="" type="checkbox"/> | | | | | |
| Pay Step: | Pct Yr Empld: 100.00 % | | | Payoff Date: 04-25-2019 | | | | | | |
| Pay Sched: | Job Pct Assgnd: 100.00 % | | | Days Earned Adjustment: 0.00 | Ovtm Elig: <input type="checkbox"/> | | | | | |
| St Step: 12 | Hrs Per Day: 0.000 | | | Nbr Mos In Contr: 12 | Ovtm Rate: 0.00 | | | | | |
| Pay Rate: 993.500 | State Min Sal: 36,467.10 | | | Nbr Ann Pymts: 12 | State Basic Days: 226 | | | | | |
| Hrly/Dly Rate: 397.407 | Contr Amt: 68,354.00 | | | Nbr Rem Pymts: 1 | Nbr Days Empld: 172 | | | | | |
| Hrly Rate: 0.000 | Contr Bal: 993.50 | | | Wholly Sep Amt: 0.00 | Incr Elig: <input checked="" type="checkbox"/> | | | | | |
| History From Pay Date: 07-25-2018 | to 03-25-2019 | Paid: 67,360.50 | | Reg Hrs Wrk: 0.00 | Ovtm Hrs Wrk: 0.00 | | | | | |
| Position / Supplement Information: | | | | | | | | | | |
| Position: PDISTRICT | Billet: 00401 | Position Type: Regular Position | | | | | | | | |
| Descr: ASST SUPERINTENDENT | | Campus ID: 990 - TEXAS ISD ADMINISTRATION | Dept: | | | | | | | |
| Job Code: 4100 - ASSISTANT SUPERINTENDENT | | Extra Duty Cd: | | | | | | | Type: | |
| State Min Sal: 36,467.10 | Pct Day Empld: 100.00 % | | | Ovtm Elig: <input type="checkbox"/> | Rate: 0.00 | | | | | |
| Hrly Rate: 0.000 | Pct Yr Empld: 100.00 % | | | | | | | | | |
| Hrly/Dly Rate: 397.407 | X Days: 172.000 | X Percent: 100.00 % | = Adj Contract Amt: | 68,354.00 | | | | | | |
| Hrly/Dly Rate: 397.407 | X Days: 226.000 | X Percent: 100.00 % | = Annualized Contract Amt: | 89,813.98 | | | | | | |
| Annualized Amt: 89,813.98 | / Max Pymts: 12 | X Percent: 100.00 % | = Pay Rate: | 7,484.499 | | | | | | |
| Pay Rate: 993.500 | X Nbr Rem Pymts: 1 | = Adj Contract Balance: | 993.50 | | | | | | | |
| Annualized 1 Time Pay Date: | Amt: 0.00 | Recalculate Position: <input type="checkbox"/> | Supplement Recalculate: <input checked="" type="checkbox"/> | | | | | | | |
| Ign Pct Day for Salary Calcs: <input type="checkbox"/> | Ign Pct Yr for Salary Calcs: <input type="checkbox"/> | | | | | | | | | |
| Distribution Information: | | | | | | | | | | |
| Xmtal | Account Code | Acty | W/C | TRS Grt Cd | Extra Dty Cd | Exp 373 | Emplr Contrib | Acct Type | Pct | Amt |
| <input type="checkbox"/> | 199-41-6119.00-701-999000 | 80 | A | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | G | 100.000 % | 68,354.00 |
| Totals: | | | | | | | | 100.000 % | 68,354.00 | |

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.