



ASCENDER GUIDES



# separation



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# Separation - HRS6140



## Human Resources > Maintenance > PMIS Change in Position > Separation

is used to remove an employee from all positions and calculate the employee's last paycheck. There are two types of separations:

- Separation due to termination (for contract, noncontract, or salaried employees). Contracted positions are determined the pay rate code in the appropriate salary table (e.g., daily/hourly, midpoint, or annual).
- Separation due to contract payoff.

When a separation transaction is approved, the job codes will be updated for the payoff amounts and information.

### Create a separation transaction record:

| Field                | Description   |
|----------------------|---|
| <b>Pay Frequency</b> | Click  to select a pay frequency.  |
| <b>Employee</b>      | <p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, and click Retrieve. Or, click  to perform a search in the Employees directory.</p> <p>Type the desired data in the search fields.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click <b>Cancel</b>.</p> |
| <b>Effective Dt</b>  | Type the effective date of the change in compensation in MMDDYYYY format.   |
| <b>Action Reason</b> | Select the reason for the change in compensation.   |
| <b>TRS Status</b>    | This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.  |