



ASCENDER GUIDES



separation

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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 |
|----------------------|---|
| Pay Frequency | Click  to select a pay frequency. |
| Employee | <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 Search. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click Cancel.</p> |
| Effective Dt | Type the effective date of the change in compensation in MMDDYYYY format. |
| Action Reason | Select the reason for the change in compensation. |
| TRS Status | 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. |