

Separation - HRS6140

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This page 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 by 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 are updated for the payoff amounts and information.

Create a separation transaction record:

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 the desired employee and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type the desired data in the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.
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.