


# Separation - HRS6140

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***Position Management > Maintenance > PMIS Change in Position > Separation***

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.<br><br>Type the desired data in the search fields.<br><br>Click **Search**. A list of data that matches the search criteria is displayed.<br><br>Select an employee name from the list. Otherwise, click **Cancel**. |

❑ Under **Current Positions**, the following information is displayed for the employee's current position(s):

- **Position Number**
- **Position Description**
- **Billet**
- **Sch YR**
- **Job Code**
- **Status**

❑ Complete the following information for the change:

| | |
|---|---|
| **Effective Dt** | Type the effective date of the change in compensation in the MM-DD-YYYY format. |
| **Payoff Dt** | Type the payoff date in the MM-DD-YYYY format. |
| **Termination Dt** | Type the payoff date in the MM-DD-YYYY format. |
| **Early Contract Payoff** | Type the early contract payoff date in the MM-DD-YYYY format. |

| | |
|---|---|
| **Action Reason** | Click ⌄ to 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. |

❑ Click ⌕ to display the occupant and distribution detail information. The bottom section of the page displays the following fields for each position:

❑ Under **Occupant Information**, update the applicable fields:

- **Recalculate Position**
- **Vacate**
- **Effective Date**
- **Worked 1 Day**
- **Ignore Pct of Day for Salary Calcs**
- **Ignore Pct of Yr for Salary Calcs**
- **Job Code**
- **Primary Job**
- **Percent Day Employed**
- **Percent Year Employed**
- **Calculate**
- **Pay Concept**
- **Midpoint**
- **Pay Grade**
- **State Step**
- **Begin Date**
- **End Date**
- **Payoff Date**
- **Max Days**
- **Days Off**
- **Nbr Days Employed**
- **Hours Per Day**
- **Hourly/Daily Rate**
- **Actual Salary**
- **Remaining Payments**
- **Primary Campus**
- **Dept**
- **Calendar Code**
- **TRS Member Pos**
- **Incr Pay Step**

❑ Under **Distribution Information**, update the applicable fields:

Click **+Add** to add a new row.

- **Activity Code**
- **Account Code**
- **Grant Code**
- **Workers' Comp**
- **Expense 373**

- **Employer Contribution**
- **Percent**
- **Amount**
- **Dup Acct**

❑ Click **Next**. Review the changes.

❑ Click **Execute** to execute the changes.

## Other functions and features:

| | |
|---|---|
| **Back** | Click to go back a page. |
| **Cancel** | Click to cancel the process and return to the main page. |