process_separation

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Position Management > Maintenance > PMIS Change in Position > Separation

Complete the following to process an employee separation.

Current Position

❏ 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.

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

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

```
Date Run:                              Change In Position - Separation Report
Cnty Dist:                                      ASCENDER ISD                              Page: 1  of          1
```

Frequency:	6	**Emp Nbr:**	000445	**Employee Name:**	HIGBEE, JEFFREY STEVEN	
Pos Sch Yr:	2022			**Action Reason:**	24	**User ID:**
FICA/Med:	M			**TRS Status:**	1 - Eligible	**Employment Date:** 12-17-2021
Unemp Elig:	☑			**Wholly Sep Amt:**	0.00	**Dock Rate:** 146.450

Early Contract Payoff: ☐

Notes:

-- Job Code Information: --

Job Code:	5300 - MAINTENANCE WORKER			**Effective Date:**	12-17-2021	**As of First Of Yr:** ☐
Pay Type:	2 - Non-contracted emp	**TRS Mem Pos:**	03 - Support staff	**Contract Date Begin:**	07-01-2021	**Vacate:** ☑
Pay Grade:	AX4	**Pct Day Empld:**	100.00 %	**Contract Date End:**	12-17-2021	**Primary Job:** ☑
Pay Step:		**Pct Yr Empld:**	100.00 %	**Payoff Date**	12-17-2021	
Pay Sched:		**Job Pct Assgnd:**	100.00 %	**Days Earned Adjustment:**	0.00	**Ovtm Elig:** ☑
St Step:		**Hrs Per Day:**	0.000	**Nbr Mos In Contr:**	12	**Ovtm Rate:** 27.46
Pay Rate:	2,098.750	**State Min Sal:**	0.00	**Nbr Ann Pymts:**	12	**State Basic Days:** 226
Hrly/Dly Rate:	146.450	**Contr Amt:**	17,720.00	**Nbr Rem Pymts:**	1	**Nbr Days Empld:** 121
Hrly Rate:	18.306	**Contr Bal:**	2,098.75	**Wholly Sep Amt:**	0.00	**Incr Elig:** ☑

History From Pay Date: 07-23-2021   to   11-19-2021   **Paid:**   15,621.25   **Reg Hrs Wrk:**   0.00   **Ovtm Hrs Wrk:**   0.00

-- Position / Supplement Information: --

Position: PAUXILIARY	**Billet:** 00701	**Position Type:**	Regular Position		
Descr: MAINTENANCE WORKER		**Campus ID:**	995 - 995 School		**Dept:**
Job Code: 5300 - MAINTENANCE WORKER		**Extra Duty Cd:**			**Type:**
State Min Sal: 0.00	**Pct Day Empld:** 100.00 %	**Ovtm Elig:** ☑ **Rate:** 27.46			
Hrly Rate: 0.000	**Pct Yr Empld:** 100.00 %				

Hrly/Dly Rate: 146.450 **X Days:**   121.000 **X Percent:**   100.00 % **= Adj Contract Amt:**   17,720.00
Hrly/Dly Rate: 146.450 **X Days:**   256.000 **X Percent:**   100.00 % **= Annualized Contract Amt:**   37,491.20
Annualized Amt: 37,491.20 **/ Max Pymts:**   12 **X Percent:**   100.00 % **= Pay Rate:**   3,124.267
Pay Rate: 2,098.750 **X Nbr Rem Pymts:**   1 **= Adj Contract Balance:**   2,098.75
Annualized 1 Time Pay Date: **Amt:**   0.00 **Recalculate Position:** ☐   **Supplement Recalculate:** ☑
Ign Pct Day for Salary Calcs: ☐   **Ign Pct Yr for Salary Calcs:** ☐

-- Distribution Information: --

Xmital	Account Code	Acty	W/C	TRS Grt Cd	Extra Dty Cd	Exp 373	Emplr Contrib	Acct Type	Pct	Amt
☐	199-51-6129.51-999-299000	80	C			☑	☑	G	100.000 %	17,720.00
								Totals:	100.000 %	17,720.00

End of Report

☐ 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. Keep in mind that manual updates made in Payroll will not be displayed in PMIS historical records.

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