process_separation

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Human Resources > Maintenance > PMIS Change in Position > 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 with the salary that the employee would have earned if they worked a full year. It also displays the salary that the employee actually earned if they did not complete the contract year. The new pay rate is also displayed.

```
Date Run:   05-06-2019 12:28 PM                Change In Position - Separation Report
Cnty Dist:                                              ISD                              Page: 1  of         1

Frequency:    6      Emp Nbr:    000830  Employee Name:      STEVENSON, SHELLY EDITH
Pos Sch Yr:   2019                          Action Reason:         01                     User ID:
FICA/Med:     M                             TRS Status:            1 - Eligible           Employment Date:        04-05-2019
Unemp Elig:   ☑                             Wholly Sep Amt:        0.00                    Dock Rate:        397.407

Early Contract Payoff:      ☐
Notes:

--------------------------------------------------- Job Code Information: ---------------------------------------------------
Job Code:    4100 - ASSISTANT SUPERINTENDENT                        Effective Date:         04-05-2019   As of First Of Yr:       ☐
Pay Type:    1 - Contracted employee   TRS Mem Pos:   01 - Professional sta   Contract Date Begin:    07-02-2018   Vacate:                  ☑
Pay Grade:   AP6                       Pct Day Empld:         100.00 %     Contract Date End:      04-05-2019   Primary Job:             ☑
Pay Step:                              Pct Yr Empld:          100.00 %     Payoff Date             04-25-2019
Pay Sched:                             Job Pct Assgnd:        100.00 %     Days Earned Adjustment:    0.00     Ovtm Elig:               ☐
St Step:     12                        Hrs Per Day:             0.000      Nbr Mos In Contr:       12          Ovtm Rate:        0.00
Pay Rate:            993.500           State Min Sal:        36,467.10     Nbr Ann Pymts:          12          State Basic Days:        226
Hrly/Dly Rate:      397.407           Contr Amt:            68,354.00     Nbr Rem Pymts:           1          Nbr Days Empld:          172
Hrly Rate:            0.000           Contr Bal:               993.50     Wholly Sep Amt:         0.00        Incr Elig:               ☑

History From Pay Date:      07-25-2018    to    03-25-2019    Paid:    67,360.50       Reg Hrs Wrk:        0.00    Ovtm Hrs Wrk:        0.00

--------------------------------------------------- Position / Supplement  Information: ---------------------------------------------------
     Position: PDISTRICT              Billet: 00401       Position Type:       Regular Position
     Descr:    ASST SUPERINTENDENT                        Campus ID:           990 - TEXAS ISD ADMINISTRATION  Dept:
     Job Code:  4100 - ASSISTANT SUPERINTENDENT           Extra Duty Cd:                                       Type:
     State Min Sal:      36,467.10       Pct Day Empld:         100.00 %      Ovtm Elig:      ☐  Rate:  0.00
     Hrly Rate:           0.000          Pct Yr Empld:          100.00 %
     Hrly/Dly Rate:      397.407  X Days:     172.000  X Percent:     100.00 %  = Adj Contract Amt:            68,354.00
     Hrly/Dly Rate:      397.407  X Days:     226.000  X Percent:     100.00 %  = Annualized Contract Amt:     89,813.98
     Annualized Amt:    89,813.98  / Max Pymts:     12  X Percent:     100.00 %  = Pay Rate:              7,484.499
     Pay Rate:          993.500  X Nbr Rem Pymts:       1  = Adj Contract Balance:                 993.50
     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: ---------------------------------------------------
                                            TRS Grt   Extra    Exp   Emplr    Acct
        Xmital      Account Code       Acty  W/C   Cd    Dty Cd    373  Contrib   Type      Pct         Amt
         ☐    199-41-6119.00-701-999000   80    A                     ☐    ☑      G     100.000 %    68,354.00
                                                                      Totals:           100.000 %    68,354.00
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.

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