process_separation

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Current Position
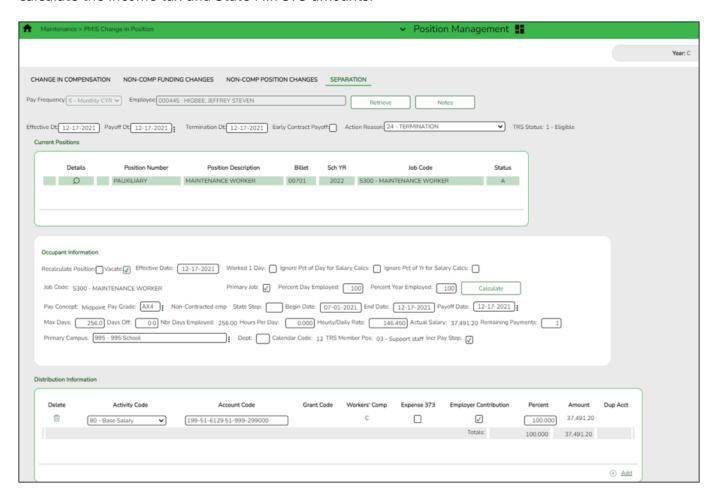

Complete the following fields:

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.
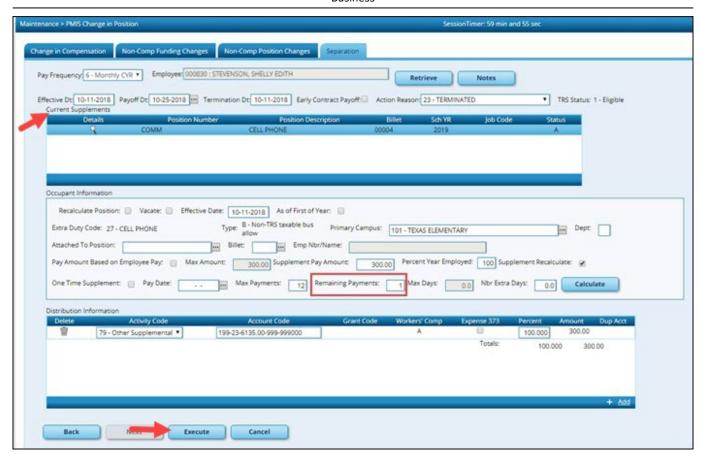
Payoff Dt	Type the payoff date, which is typically the date of the final check.
Termination Date	Type the date on which the employee will terminate employment. **Note**: This field can be left blank if the employee is on a leave of absence and is being paid off for now, but will be returning to the LEA 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: -------------------------------------------------
```

Xmital	Account Code	Acty	W/C	TRS Grt Cd	Extra Dty Cd	Exp 373	Emplr Contrib	Acct 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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