

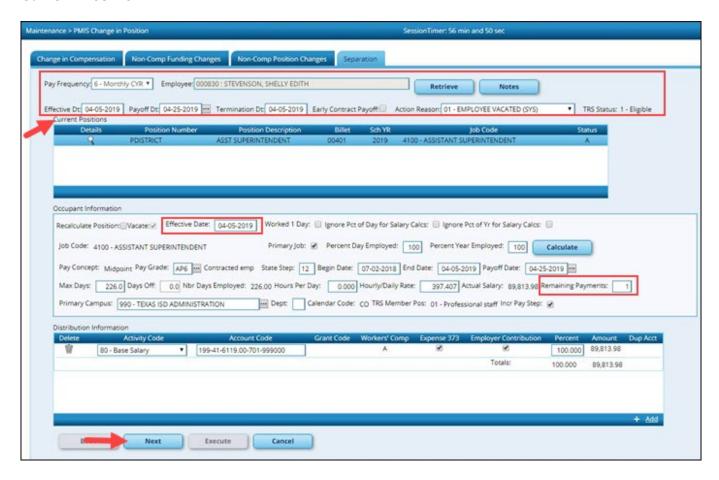
# process\_separation

## **Table of Contents**

### Human Resources > Maintenance > PMIS Change in Position > Separation

Complete the following to process an employee separation.

#### **Current Position**



### Complete the following fields:

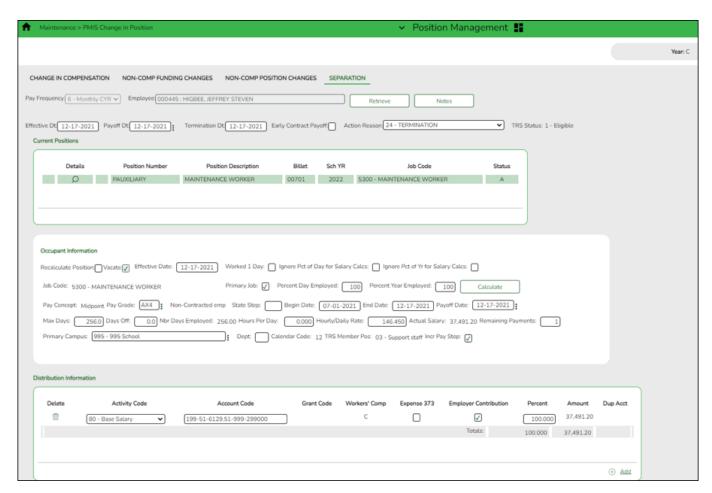
Field	Description
Pay Frequency	Click * to select a pay frequency.
	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click Directory to perform a search in the Employees directory.
	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.

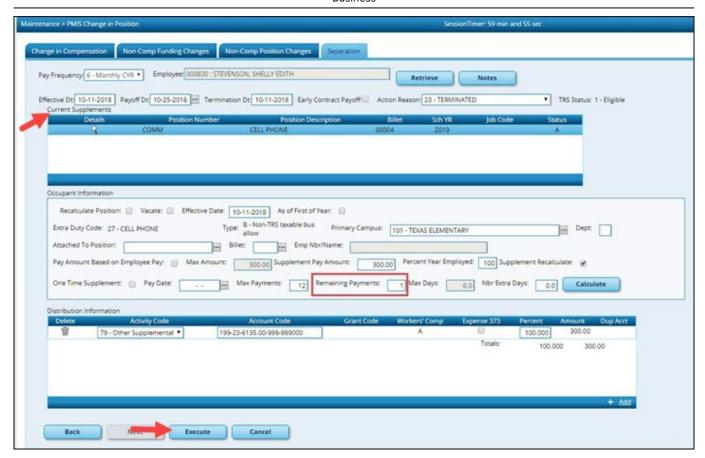
Payoff Dt	Type the payoff date, which is typically the date of the final check.
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Termination Date	Type the date on which the employee will terminate employment.  Note: This field can be left blank if the employee is on a leave of absence and is being 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.

#### **Business**

Date Run:	05-06-2019	12:28 PM			Change	e In Posi	ition - Sep	paration Repor	rt					
Cnty Dist:					N. Villago		ISD			Page: 1 of	1			
Frequency: Pos Sch Yr: FICA/Med: Unemp Elig:	6 2019 M	Emp Nbr:	000830 Employee Nam Action Reason TRS Status: Wholly Sep Am		eason: us:	n: 01 1 - Eligible				Us	er ID: iployment i	Date: 397.407	04-05-2019	
Early Contra														
Notes:														
						Job 0	code Info	rmation:						
Job Code:	4100 - AS	SISTANT SUPE	RINTEND	ENT				Effective Date	:	04-	05-2019	As of First Of Y	r:	
Pay Type:	1 - Contra	contracted employee TRS Mem Pos: 0			01 - F	Professio	nal sta	Contract Date Begin:			02-2018	Vacate:		
Pay Grade: Pay Step:			mpld:				Contract Date End: Payoff Date			04-05-2019 04-25-2019 Primary Job:			<b>2</b>	
Pay Sched:	40			Assgnd:		100.0		Days Earned			0.00	Ovtm Elig:	0.00	
St Step: Pay Rate:	12	993.500	Hrs Per State Mi			36,467	7 10	Nbr Mos In Co Nbr Ann Pym		12		Ovtm Rate: State Basic Day		226
Hrly/Dly Rate Hrly Rate:	e:	397.407	Contr A	mt:		68,354		Nbr Rem Pym Wholly Sep A	its:	0.00		Nbr Days Emplo		172
History Fron	n Pay Date:	07-25-20	18 to	03-25	-2019	Paid:	67,360.	50 R	eg Hrs	Wrk:	0.00	Ovtm Hrs W	k:	0.00
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											Totals:	100.000	6 68	3,354.00
End of Repo	ort													

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.



## **Back Cover**