



process_separation

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Human Resources > Maintenance > PMIS Change in Position > Separation

Complete the following to process an employee separation.

Current Position

Maintenance > PMIS Change in Position Session Timer: 56 min and 50 sec

Change in Compensation Non-Comp Funding Changes Non-Comp Position Changes Separation

Pay Frequency: 6 - Monthly CYR Employee: 000830 : STEVENSON, SHELLY EDITH Retrieve Notes

Effective Dt: 04-05-2019 Payoff Dt: 04-25-2019 Termination Dt: 04-05-2019 Early Contract Payoff: Action Reason: 01 - EMPLOYEE VACATED (SYS) TRS Status: 1 - Eligible

Current Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
PDISTRICT	ASST SUPERINTENDENT		00401	2019	4100 - ASSISTANT SUPERINTENDENT	A

Occupant Information

Recalculate Position Vacater: Effective Date: 04-05-2019 Worked 1 Day: Ignore Pct of Day for Salary Calcs: Ignore Pct of Yr for Salary Calcs:

Job Code: 4100 - ASSISTANT SUPERINTENDENT Primary Job: Percent Day Employed: 100 Percent Year Employed: 100 Calculate

Pay Concept: Midpoint Pay Grade: AP6 Contracted emp State Step: 12 Begin Date: 07-02-2018 End Date: 04-05-2019 Payoff Date: 04-25-2019

Max Days: 226.0 Days Off: 0.0 Nbr Days Employed: 226.00 Hours Per Day: 0.000 Hourly/Daily Rate: 397.407 Actual Salary: 89,813.98 Remaining Payments: 1

Primary Campus: 990 - TEXAS ISD ADMINISTRATION Dept: Calendar Code: CO TRS Member Pos: 01 - Professional staff Incr Pay Step:

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
<input checked="" type="checkbox"/>	80 - Base Salary	199-41-6119.00-701-999000		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	89,813.98	
Totals: 100.000 89,813.98									

Next **Execute** **Cancel**

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.
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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.

CHANGE IN COMPENSATION **NON-COMP FUNDING CHANGES** **NON-COMP POSITION CHANGES** **SEPARATION**

Pay Frequency: 6 - Monthly CYR Employee: 000445 : HIGBEE, JEFFREY STEVEN

Effective Dt: 12-17-2021 Payoff Dt: 12-17-2021 Termination Dt: 12-17-2021 Early Contract Payoff: Action Reason: 24 - TERMINATION TRS Status: 1 - Eligible

Current Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
<input type="button" value="J"/>	PAUXILIARY	MAINTENANCE WORKER	00701	2022	5300 - MAINTENANCE WORKER	A

Occupant Information

Recalculate Position: Vacate: Effective Date: 12-17-2021 Worked 1 Day: Ignore Pct of Day for Salary Calcs: Ignore Pct of Yr for Salary Calcs:

Job Code: 5300 - MAINTENANCE WORKER Primary Job: Percent Day Employed: 100 Percent Year Employed: 100

Pay Concept: Midpoint Pay Grade: AX4 Non-Contracted emp State Step: Begin Date: 07-01-2021 End Date: 12-17-2021 Payoff Date: 12-17-2021

Max Days: 256.0 Days Off: 0.0 Nbr Days Employed: 256.00 Hours Per Day: 0.000 Hourly/Daily Rate: 146.450 Actual Salary: 37,491.20 Remaining Payments: 1

Primary Campus: 995 - 995 School Dept: Calendar Code: 12 TRS Member Pos: 03 - Support staff Incr Pay Step:

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Employer Contribution	Percent	Amount	Dup Acct
<input type="button" value="Delete"/>	80 - Base Salary	199-51-6129.51-999-299000	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.000	37,491.20	
							Totals:	100.000	37,491.20

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

Maintenance > PMIS Change in Position Session Timer: 59 min and 55 sec

Change in Compensation Non-Comp Funding Changes Non-Comp Position Changes Separation

Pay Frequency: 6 - Monthly CYR Employee: 000830 : STEVENSON, SHELLY EDITH Retrieve Notes

Effective Dt: 10-11-2018 Payoff Dt: 10-25-2018 Termination Dt: 10-11-2018 Early Contract Payoff: Action Reason: 23 - TERMINATED TRS Status: 1 - Eligible

Current Supplements

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
COMM	CELL PHONE		00004	2019		A

Occupant Information

Recalculate Position: Vacate: Effective Date: 10-11-2018 As of First of Year:

Extra Duty Code: 27 - CELL PHONE Type: B - Non-TRS taxable bus Primary Campus: 101 - TEXAS ELEMENTARY Dept:

Attached To Position: Billet: Emp Nbr/Name:

Pay Amount Based on Employee Pay: Max Amount: 300.00 Supplement Pay Amount: 300.00 Percent Year Employed: 100 Supplement Recalculate:

One Time Supplement: Pay Date: Max Payments: 12 Remaining Payments: 1 Max Days: 0.0 Nbr Extra Days: 0.0 Calculate

Distribution Information

Delete	Activity Code	Account Code	Grant Code	Workers' Comp	Expense 373	Percent	Amount	Dup Acc
<input type="checkbox"/>	79 - Other Supplemental	199-23-6135.00-999-999000		A	<input type="checkbox"/>	100.00	300.00	
Totals: 100.000 300.00								

+ Add

Back Next **Execute** Cancel

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.

Business

Date Run: 05-06-2019 12:28 PM				Change In Position - Separation Report				Page: 1 of 1			
Cnty Dist: ISD											
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: <input checked="" type="checkbox"/>		Wholly Sep Amt: 0.00						Dock Rate: 397.407			
Early Contract Payoff: <input type="checkbox"/>											
Notes:											
Job Code Information:											
Job Code: 4100 - ASSISTANT SUPERINTENDENT				Effective Date: 04-05-2019	As of First Of Yr: <input type="checkbox"/>						
Pay Type: 1 - Contracted employee	TRS Mem Pos: 01 - Professional sta			Contract Date Begin: 07-02-2018	Vacate: <input checked="" type="checkbox"/>						
Pay Grade: AP6	Pct Day Empld: 100.00 %			Contract Date End: 04-05-2019	Primary Job: <input checked="" type="checkbox"/>						
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: <input type="checkbox"/>						
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: <input checked="" type="checkbox"/>						
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: <input type="checkbox"/>						
State Min Sal: 36,467.10	Pct Day Empld: 100.00 %			Ovtm Elig: <input type="checkbox"/>	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: <input type="checkbox"/>	Supplement Recalculate: <input checked="" type="checkbox"/>								
Ign Pct Day for Salary Calcs: <input type="checkbox"/>	Ign Pct Yr for Salary Calcs: <input type="checkbox"/>										
Distribution Information:											
Xmtal	Account Code	Acty	W/C	TRS Grt Cd	Extra Dty Cd	Exp 373	Emplr Contrib	Acct Type	Pct	Amt	
<input type="checkbox"/>	199-41-6119.00-701-999000	80	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	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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