



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.

Maintenance > PMIS Change in Position Position Management 

Year: C

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

Pay Frequency: Employee:

Effective Dt: Payoff Dt: Termination Dt: Early Contract Payoff: Action Reason: TRS Status:

Current Positions

Details	Position Number	Position Description	Billet	Sch YR	Job Code	Status
	PAUXILIARY	MAINTENANCE WORKER	00701	2022	5300 - MAINTENANCE WORKER	A

Occupant Information

Recalculate Position: Vacate: Effective Date: 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: Percent Year Employed:

Pay Concept: Midpoint Pay Grade: Non-Contracted emp State Step: Begin Date: End Date: Payoff Date:

Max Days: Days Off: Nbr Days Employed: Hours Per Day: Hourly/Daily Rate: Actual Salary: Remaining Payments:

Primary Campus: Dept: Calendar Code: TRS Member Pos: 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="80 - Base Salary"/>	<input type="text" value="199-51-6129 51-999-299000"/>	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="100.000"/>	<input type="text" value="37,491.20"/>	
Totals: <input type="text" value="100.000"/> <input type="text" value="37,491.20"/>									
<input type="button" value="Add"/>									

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.

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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