



## **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
<b>Pay Frequency</b>	Click  to select a pay frequency.
<b>Employee</b>	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 <a href="#">Directory</a> to perform a search in the Employees directory.
<b>Effective Dt</b>	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.

<b>Payoff Dt</b>	Type the payoff date, which is typically the date of the final check.
<b>Termination Date</b>	Type the date on which the employee will terminate employment.  <b>Note:</b> 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.
<b>Early Contract Payoff</b>	Select to indicate that the change is for an early contract payoff.
<b>Action Reason</b>	Select the reason for separation from the position. The action reason codes are maintained on the <a href="#">District Administration &gt; Tables &gt; PMIS &gt; Action Reason</a> page.
<b>TRS Status</b>	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: 6 - Monthly CYR   Employee: 000445 : HIGBEE, JEFFREY STEVEN   Retrieve   Notes

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
	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   Calculate

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
	80 - Base Salary	199-51-6129-51-999-299000		C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.000	37,491.20	
Totals:							100.000	37,491.20	

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. Keep in mind that manual updates made in Payroll will not be displayed in PMIS historical records.



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