



## Separation - HRS6140



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## Position Management > Maintenance > PMIS Change in Position > Separation

This tab is used to remove an employee from all positions and calculate the employee's last paycheck. There are two types of separations:

- Separation due to termination (for contract, noncontract, or salaried employees). Contracted positions are determined by the pay rate code in the appropriate salary table (e.g., daily/hourly, midpoint, or annual).
- Separation due to contract payoff.



When a separation transaction is approved, the job codes are updated for the payoff amounts and information.

### [CIP Report Notes](#)

The **Employment Date** field on the Change in Position report is populated as follows:

- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both populated on the Personnel > Maintenance > Employment Info page, then the **Latest Re-Employ Date** is displayed on the report even if the **Original Emp. Date** is newer.
- If only the **Original Emp. Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If only the **Latest Re-Employ Date** field is populated on the Personnel > Maintenance > Employment Info page, then this date is displayed.
- If the **Original Emp. Date** and **Latest Re-Employ Date** fields are both blank on the Personnel > Maintenance > Employment Info page, then the field is left blank.

## Create a separation transaction record:


Field	Description
<b>Pay Frequency</b>	Click  to select a pay frequency.
<b>Employee</b>	<p>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  to perform a search in the Employees directory.</p> <p>Type data in one or more of the search fields.</p> <p>Click <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list. Otherwise, click <b>Cancel</b>.</p>


☐ Under **Current Positions**, the following information is displayed for the employee's current position(s):

- **Position Number**
- **Position Description**

- **Billet**
- **Sch YR**
- **Job Code**
- **Status**

☐ Complete the following information for the change:

<b>Effective Dt</b>	Type the effective date of the change in compensation in the MM-DD-YYYY format.
<b>Payoff Dt</b>	Type the payoff date in the MM-DD-YYYY format.
<b>Termination Dt</b>	Type the payoff date in the MM-DD-YYYY format.
<b>Early Contract Payoff</b>	Type the early contract payoff date in the MM-DD-YYYY format.
<b>Action Reason</b>	Click  to select the reason for the change in compensation.
<b>TRS Status</b>	This field is display only and indicates the employee's status in regard to TRS deposit calculations. The field is populated based on the employee's payroll record.

☐ Click  to display the occupant and distribution detail information. The bottom section of the page displays the following fields for each position:

☐ Under **Occupant Information**, update the applicable fields:

- **Recalculate Position**
- **Vacate**
- **Effective Date**
- **Worked 1 Day**
- **Ignore Pct of Day for Salary Calcs**
- **Ignore Pct of Yr for Salary Calcs**
- **Job Code**
- **Primary Job**
- **Percent Day Employed**
- **Percent Year Employed**
- **Calculate**
- **Pay Concept**
- **Midpoint**
- **Pay Grade**
- **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**
- **Exclude Days for TEA**

☐ Under **Distribution Information**, update the applicable fields:

Click **+Add** to add a new row.

- **Activity Code**
- **Account Code**
- **Grant Code**
- **Workers' Comp**
- **Expense 373**
- **Employer Contribution**
- **Percent**
- **Amount**
- **Dup Acct**

☐ Click **Next**. Review the changes.

☐ Click **Execute** to execute the changes.

### **Other functions and features:**

<b>Back</b>	Click to go back a page.
<b>Cancel</b>	Click to cancel the process and return to the main page.



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