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.

Create a separation transaction record:

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 the desired employee and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type the desired data in the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.

❏ 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:

Effective Dt	Type the effective date of the change in compensation in the MM-DD-YYYY format.
Payoff Dt	Type the payoff date in the MM-DD-YYYY format.
Termination Dt	Type the payoff date in the MM-DD-YYYY format.
Early Contract Payoff	Type the early contract payoff date in the MM-DD-YYYY format.
Action Reason	Click ⌄ to select the reason for the change in compensation.

TRS Status	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**

❏ 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:

Back	Click to go back a page.
Cancel	Click to cancel the process and return to the main page.


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