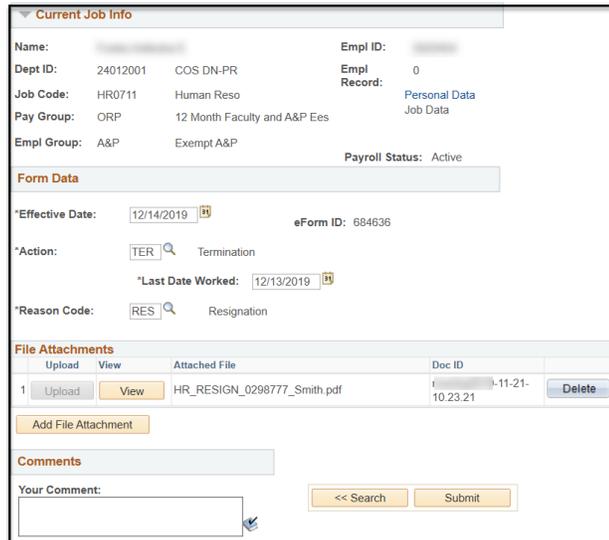
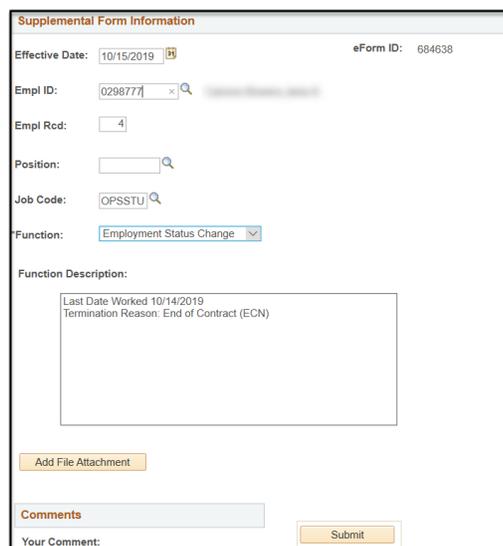


Terminations

- 1) Effective date: In PeopleSoft, the termination effective date must be the date **after** the last day worked.
 - a. If the employee last worked on a Friday the termination effective date will be on the Saturday as it is the date after the last day worked.
 - b. These dates must be accurate as they can affect the accuracy of future employment applications or state benefits.
 - c. Normally, you will submit a Change Employment Status ePAF to terminate an employee as shown below.



- 2) When submitting a Change Employment Status ePAF, you may receive the error message of **“effective date must be greater than last effective date.”** If you receive this error message, you will need to submit a supplemental eform to terminate the employee’s record. *(This sometimes occurs when an action or HR load was already processed after the correct termination effective date.)*
 - a. If this is the situation, create a Supplemental ePAF; input the appropriate information as shown below to terminate the employee.





3) Termination ePAF are not required in the following circumstances:

- a. An Adjunct or Graduate contract has a termination date already entered into the system at time of hire. You do not need to create an additional termination ePAF for these contracts.
- b. If a line employee in your department is transferring to another department, the new department should select edit the existing job when hiring your employee to their department. You would not be required to create a termination ePAF in this instance.
- c. 9-Month and 12-Month Faculty employees do not require a termination ePAF unless ceasing all future employment with the University.

4) Reason Code: When terminating an employee, it is best to select the correct reason why the employee is leaving the employment with your department.

a.

ECN	End of Contract/Employment
RES	Resignation*
RET	Return to School
RTR	Retirement

*If you select the termination reason of Resignation, a resignation letter, form, or email must be attached to the termination ePAF.

b. **Ineligible for Rehire:** If you feel the employee is ineligible for rehire there is a distinct process that must be followed:

- i. If a student employee is to be terminated as “dismissal, ineligible for rehire” the department **must** first complete the Student Rights and Responsibilities Incident Report Form. The Incident Report should include a statement that the department is requesting the employee be ineligible for rehire. Attach a copy of the incident report to the ePAF.
- ii. If any other classification besides student employee is to be terminated as ineligible, please contact HR- Employee Relations.
- iii. In all cases of ineligible for rehire status, the employee **must** be provided with a letter stating that they are ineligible for rehire.
- iv. If is determined that the employee is in fact ineligible for rehire, they will **never** be able to work for the University at **any** future date, irrespective of circumstances.

* If an employee (OPS or Student) does not receive a pay check from the University in over 30 days, the department should terminate the employee for accuracy of employment records.