

# Processing Employee Separation - for Dept. (UIC)

## Training Guide

UNIVERSITY OF ILLINOIS  
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**HR|Administration**  
Department of Staff & Organization Development



# Processing Employee Separation for Departments (UIC)

## Training Guide

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## Guide Information

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## Conventions Used in this Guide

Throughout this guide, you will find icons representing various types of information. These icons serve as reminders of their associated text.



Indicates a **Note** or additional information that might be helpful to you.



Indicates a **Hint** such as a tip, shortcut, or additional way to do something.



Indicates a **Warning** of an action that you should not perform or that might cause problems in the application.

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## Course Overview

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This course will provide an overview and instructions for processing separation information for employees who are leaving the University. It includes responsibilities, data flow in the HR systems, departmental processing activities and reports.

The underlying assumption of this course is that the separation of the employee is **NOT** a temporary separation or a transfer to another department within the University campus; that the employee would be leaving the University due to a number of reasons some of which could include retirement, resignation, dismissal or discharge, indefinite layoff and death.

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## Course Objectives

Upon completion of this course, the participant will be able to:

- Explain the responsibilities for various components of the separation process
- Explain the procedure for processing an employee separation
- Identify processing activities in the HR systems
- Discuss policies and procedures relating to the various types of separation
- Identify support groups for assistance with processing separations

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## Lesson 1: The Separation Process - Overview

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The separation process is initiated when the Unit is made aware of a separation or determines a need for an employee separation. A separation is initiated when an employee informs management that they will be leaving the University; NOT a temporary separation or a transfer to another department within the University campus. A separation may occur due to several reasons, which could include: resignation, termination, retirement, dismissal during probationary period, position elimination, suspension pending discharge and others.

There are two processes for this function, one for Benefit-Eligible Civil Service and Academic employees and one for Non-Benefit Eligible employees, which include: Student, Extra Help, Academic Hourly, Graduate Hourly and Graduate Assistant Employees.

Regardless of the reason for the separation, certain rules, regulations and guidelines must be followed. The University's policies and requirements for separations can be found on the **DART** website at <https://hrnet.uihr.uillinois.edu/dart-cf/separation/index.cfm>

Specific areas covered on the website include the following:

- Benefits
- Compensation
- Policies
- Rehire Eligibility
- Rights and Responsibilities
- Resignation Requirements
- Resources

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## Responsibilities

Many different departments, groups and individuals have a role and responsibility in processing employee separations. These are described in the next sections.

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### Employee's responsibilities

- Submit a written letter of resignation/retirement to their immediate supervisor.
- Complete required paperwork and provide all necessary documentation.
- In the case of retirement, contact State University Retirement System (SURS).
- Complete the Employee's portion of the Exit Checklist.

Employees who intend to resign from the University should submit written notification to their immediate supervisor of their intent to leave the University. It is the employee's responsibility to submit these items in a timely manner.

While a two week notice of intent to resign is considered a professional courtesy, it is not a University policy requirement.

Employees have the right to review, and when appropriate, append their personnel records within one year after termination, under the Personnel Records Review Act.

For additional information contact the campus Human Resource office.

[https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item\\_id=1177](https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=1177)



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## Home Unit responsibilities

- Obtain a written letter of resignation/retirement from employee when possible.
  - Although written notification is desired, in some cases this is not possible. In those instances, the Home department should submit an unsigned resignation for the employee clearly stating reasons/circumstances that lead to the resignation.
  - A resignation is not considered complete until it has been accepted; therefore the department **must** provide a written acceptance of the resignation.
  - All resignations must have the effective date of the resignation, the date it was signed by the employee and the date it was accepted by the department.



**NOTE:** The department cannot refuse to accept a resignation.

- Complete the Department section of the Exit Checklist to ensure that all aspects of the separation process have been performed.
- Refer to the UIC HR Policies and Procedures with regards to separations initiated due to the following:
  - In the case of Dismissal during Probationary Period, complete the Probationary Evaluation form indicating the reason the employee is not passing probation. Refer to UIC HR Probationary Policy #1201
  - For all instances of Support Staff Elimination, refer to UIC HR Policy #1202
  - In the case of Suspension Notice Pending Discharge, inform HR Employee Relations Officer that the employee should be suspended without pay pending discharge. Refer to UIC HR Pending Discharge Policy #1203
  - In cases of Non-reappointment/Terminal Contract for Tenure-Track and Non-Tenured Faculty refer to UIC HR Notice policy #1204
  - In the case of Non-Reappointment for Academic Professional Employees refer to UIC HR policy on Non-reappointment of AP Employees #1205
  - In the case of Involuntary Termination of Academic Professional Employees refer to UIC HR Policy #1206 on Involuntary Termination of AP Employees
- Forward a copy of the resignation/retirement letter to the appropriate Human Resources Office.
- Complete the **DART** Separation Form and begin processing **PITR** and Banner transactions as soon as possible.
- Update the **Taken** field on **PEALEAV** in Banner.
- Initiate and process any payroll adjustments needed for payout of vacation and sick time.
- Ensure that all transactions have been completely processed and closed.

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### **Human Resource – Benefits Center responsibilities**

- Advise the employee of Benefits alternatives.
- Notify CMS of discontinued contributions to benefits.
- Process and/or review **DART, PITR** and Banner transactions.

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### **Human Resource – Academic Records responsibilities**

- Process and/or review **DART, PITR** and Banner transactions.
- Notify SURS of employee termination/retirement/separation.

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### **Faculty Affairs HR responsibilities for faculty employees**

- Process and/or review **DART, PITR** and Banner transactions
- Notify SURS of employee termination/retirement/separation.

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### **Payroll**

- Check that all jobs for the employee have been terminated in **Banner**.
- Process **Banner/DART** transactions for last paycheck.
- Process any payroll adjustments.

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## Lesson 2: Processing a Separation

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While Central HR, the Medical Center HR and the Faculty Affairs HR are responsible for the processing of separation transactions in the HR system, the initial process begins in the Units with the submission of the **DART** Separation Form and the **PITR** transaction.

The Benefits Service Center also checks **DART** Separation transactions to terminate the employee benefits.

This lesson will look at processing a separation transaction through the various HR systems. It will:

- Review the Exit Checklist
- Describe the data flow through the HR Systems
- Provide instructions for completing the online **DART Separation** form
- Provide instructions for completing the **PITR** transaction form
- Describe the various **Banner** transactions performed by the Home Units and the Human Resource Office(s):
  - Ending a job
  - Terminating an employee
  - Adjusting/updating sick and vacation time
  - Processing payroll adjustments
  - Terminating employee benefits
  - Notifying SURS of separation
- Outline criteria for Payout Adjustment

## Exit Checklist

The Exit Checklist is available to assist departments, employees and Human Resource in outlining all the transactions needed to complete the termination process. The Exit Checklist can be found on the UIC - Human Resource website under HR Forms. <http://www.uic.edu/depts/hr/quicklinks/hrforms/ExitChecklistfinal.pdf>

### Exit Checklist

This checklist assists departments, employees, and Human Resources complete the termination process. It should be completed prior to employee's last day of work. **Departments:** Fax this form to Benefits Office at 312/996-5733.

Employee Name: _____	Employee UIN: _____
Employee Last working day: _____	Effective Termination date: _____
Dept Name/Address: _____	Job Title: _____
Mail Code: (M/C) _____	Supervisor Name/ Phone #: _____

#### Employee Responsibility

- Submit resignation, if appropriate
- Contact State University Retirement System (SURS) 1-800-275-7877, particularly if retiring
- Access NESSIE: update W-4 form, address and phone number (final W-2 mailing)
- Give contact information to Benefits
- Return University I-Card (Photo ID Office at 1790 SSB or 241 CIU)
- Cancel parking/transit allotment
- Tuition Waiver
- UIC Library fees / books returned
- Turn in keys/access card
- Determine if you wish to donate unused sick leave to Shared Benefit Program; process via NESSIE
- Clean out desk/locker
- Submit any outstanding Medical Care Assistance Plan (MCAP) and/or Dependent Care Assistance Plan (DCAP) claims to Fringe Benefit Mgmt Co., 800-342-8017

Check the box for benefit items that apply to you:

- I am transferring to another State of Illinois organization
- I am retiring
- I have Health and/or Dental Insurance
- I have Reliastar Term Life Insurance
- I have Long-Term Disability insurance
- I have Life Insurance
- I contribute to a 403B Savings Plan
- I contribute to a 457 Savings Plan

#### Department Responsibility

- Provide IDES brochure or online link
- Collect building keys/access card, credit card, office supplies and equipment
- Contact Facilities Management to remove access to building
- Terminate employee access to computer systems
- Terminate EAPAF authorization, if applicable
- Terminate voicemail/e-mail message
- Audit final time card and pay. **Note: Final payout should not be forwarded to Payroll until keys, equipment and other items have been collected by the unit.**
- Submit PITR to end job within five days of termination date; can be sent before last day
- Update Taken field on PEALEAV after final calc date; may need to adjust Accrued for partial month
- Process DART separation
- Process Pay Adjustment, if pay-out due. **Note: Final payout to be made only when there is no outstanding balance owed by employee**
- Fax completed Employee Exit Checklist to Benefits Office at: 312/996-5733.

#### Benefits Office Responsibility

- Notify CMS if employee is transferring to another State of Illinois organization
- Advise of COBRA for Health and Dental Insurance
- Advise of portability for Reliastar Term Life Insurance.
- Advise of portability for Long-Term Disability
- Advise of 30-day portability for Life Insurance.
- Advise of options for 403B Savings Plan
- Advise of options for 457 Savings Plan
- Notify CMS of discontinued contributions to MCAP/DCAP

Supervisor/Dept Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Benefits Office Signature \_\_\_\_\_ Date: \_\_\_\_\_

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## Separation Transactions through the HR System

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### Benefit Eligible, Civil Service and Academic Employees

The following provides an overview and diagram of the processing of separations and layoffs for Benefit Eligible Civil Service and Academic employees through the various HR systems.

- The Home Unit:
  - Completes the **DART** Separation Form to initiate the separation.
  - Obtains approval from the College and submit to appropriate HR Office, for processing. The DART Transaction status is changed to *“College Approved.”*
  - Submits a Personnel Information Transmittal Report (**PITR**) to the appropriate HR Office.
  - For Academic employees, the Home Unit updates the amount of leave (vacation and sick) used and/or accrued since the last reporting period on the **Employee Leave Balance Form (PEALEAV)**.
  - For Civil Service employees, the Home Unit reviews leave balances. If final payroll has not run, the Home Unit may need to calculate what the new current available balance is, based on anticipated accrual and approved usage.
  - The Home Unit submits the **Adjustment Processing Form (PZAADJT)** to the Payroll Office for the vacation and sick payout. This amount is determined from the hourly rate that is calculated on the **DART** Separation Form and from the leave balances on **PEALEAV**. If the employee is on deferred pay, the Unit determines if pay is owed to the employee. This amount is to be included on the **Adjustment Processing Form (PZAADJT)**.
- Upon receiving the PITR, the HR Office ends the job in Banner (**NBAJOBS**) and changes the **DART** Separation status to *HR approved*.
- Benefits Service Center views all *“HR Approved”* status transactions to manually terminate appropriate benefits deduction codes in Banner. Indicates on the Separation Application that benefits have been terminated.
- Payroll processes the **Adjustment Processing Form (PZAADJT)** and changes the **DART** Separation Form status to *“Payroll Processed.”*
- Central HR Office checks for all *Payroll Processed* transactions to terminate the employee on the **Employee Status Change Form (PEAESCH)**, and changes the **DART** Separation Form status to *Separation Completed*
- The appropriate HR Office adjusts leave balances on **PEALEAV** for academic employees in order to reflect the balances after payout (**DART** Separation status reflects *SURS notified*). The vacation time is zeroed out, and the compensable sick time will reflect the half that is not paid out.
  - Half of the compensable sick leave balance should be moved to the non-compensable balance for holding in case the person returns to employment within two years from their separation.



**NOTE:** Hourly employees such as Student, Extra Help, Academic Hourly, Graduate Hourly employees are not eligible for vacation and sick leave, therefore, the Units will not complete the **DART Separation** form.

- The HR Office checks all *Payroll* Processed transactions to terminate the employee on the **Employee Status Change Form (PEAESCH)**, and changes the **DART** Separation status to *Separation Completed*.
- A HR Batch Process System looks at all transactions with a “*Separation Completed*” status and terminates the **PEEMPL** Banner record.
  - SURS is notified of the separation and termination of benefits. The appropriate HR Office manually updates the employee’s salary history in SURS.
  - The Transaction status is changed to “*SURS Notified*.”
  - Documentation copied into **Document Management** system.



**NOTE:** Final payout is made only when there is no outstanding balance owed by the employee.

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### **Academic Faculty**

For Faculty members the process is the same as above with the exception of the Office of Academic Affairs updates the **PEAFAC** record for Tenure-Tracked faculty.

## Academic Hourly, Graduate Hourly Graduate Assistant, Students, Extra Help

The following provides an overview of the data flow when processing separations for Student, Extra Help, Graduate Assistant, Academic Hourly and Graduate Hourly employees.

- The Home Unit completes the Personnel Information Transmittal Report (**PITR**) to initiate the separation. If the employee works for other units, they should be notified of the separation. Depending on the employee class code the Approved **PITR** is routed to one of the following HR Offices:

<b>If the Employee Groups is:</b>	<b>The Approved PITR is routed to:</b>
Student	Student Employment Office
Extra Help	Central HR – Extra Help Office
Graduate Assistant	Central HR – Academic Records
Academic Hourly or Graduate Hourly	The Unit can terminate the job directly in Banner in the <b>NBAJOB</b> form. A <b>PITR</b> is sent to HR-Academic Records with information detailed in the memo section, along with a copy of the resignation documentation.



**NOTE:** Because the above employee groups are **not** benefit eligible there is no **DART** Separation form.

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## Submitting a DART Separation

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### DART Transactions Overview

The purpose of the **DART** Separation Form is to assist Units in the calculation and authorization of vacation and sick payout rates and to start the process of notifying the various HR departments of an upcoming separation. It is very important to begin the process at the earliest date possible to ensure that all transactions are handled in a timely and expeditious manner.

The **DART** form will impact:

- Pay adjustments for vacation and sick time
- Benefit adjustment for possible over or under payment of benefits
- SURS notification

The **DART** Separation Form is used to calculate the weighted hourly rate needed to pay vacation and compensable sick leave for eligible Academic and Civil Service employees. No **DART** Separation form is needed for Hourly employees such as Student, Extra Help, Academic Hourly, and Graduate Hourly, or other employees who are not eligible for vacation/sick leave or participants in SURS. Once completed, the form is forwarded to the appropriate Unit management for approval.

Upon approval by Unit management, the **DART** form is forwarded to the appropriate HR Records office where it is checked for a 'College Approval' status. HR Records will verify that a copy of the separation, resignation or retirement letter has been received before changing the status to "HR Approved."

Benefits Services views all 'HR Approved' status transactions to manually terminate appropriate benefit/deduction codes in Banner and indicators in **DART**. Upon indicating in **DART** that the benefit/deduction codes have been terminated, the transactions are then processed by Payroll for any needed payout adjustments.

Upon completion of the payroll adjustment in **Banner** the **DART** status is changed to 'payroll processed' where the appropriate HR Records Office terminates the employee (in **Banner**) and changes the status to "Separation completed."

Through Batch processing all transactions with a 'Separation Completed' status and terminated Banner record are sent to SURS. On the SURS website, HR manually updates salary history and any additional needed information, if required.



**NOTE:** For Hourly employee groups the PITR may be submitted to end jobs or the Unit may directly enter the termination information in Banner.



## Online DART Transaction


From the **DART** website (<https://hrnet.uihr.uillinois.edu/dart-cf/>), click the **Separation** link on the **Admin Transactions tab** (you will need your Enterprise ID and password).

<ul style="list-style-type: none"> <li><a href="#">Retrieve CS</a></li> <li><a href="#">Resume</a></li> <li><a href="#">Search Applicant Database</a></li> <li><a href="#">Search NH Status</a></li> <li><a href="#">Separation</a></li> <li><a href="#">Training Course Postings</a></li> </ul> <hr/> <ul style="list-style-type: none"> <li><a href="#">Contacts</a></li> <li><a href="#">HR Forms</a></li> <li><a href="#">Human Resources</a></li> <li><a href="#">Chicago</a></li> <li><a href="#">Springfield</a></li> <li><a href="#">Urbana</a></li> <li><a href="#">NESSIE</a></li> <li><a href="#">EEO</a></li> <li><a href="#">Leave DART</a></li> </ul>	<p><a href="#">Notification of Appointment (NOA)</a> - allows you to view an NOA. User must have Banner submitter level access or above for the employee's home department and employee group.</p> <p><a href="#">Pay Calculator</a> - this is an online calculator to determine the monthly salary for an employee on a nine-month appointment being paid over a 12-month period.</p> <p><a href="#">Principal Administrative Position Exemption (PAPE)</a> - this form is required when requesting a new Academic Professional position or when refilling an existing one that has significant revisions to title, duties, qualifications, or organizational relationship.</p> <p><a href="#">Reclassification</a> - this form is used to request that the classification of a position be changed if the job duties have changed. Only the department or the incumbent employee of the position can make this request.</p> <p><a href="#">Retrieve Civil Service resume</a> - allows you to view and print Civil Service resumes once candidates have been referred to your department.</p> <p><a href="#">Search Applicant Database</a> - allows you to search the database for potential Academic Professional candidates.</p> <p><a href="#">Search New Hire Status</a> - allows you to track the progress of new hire information. User must have Banner submitter or approver level access.</p> <p><a href="#">Separation</a> - this form is completed by departments when an employee is separating.</p>
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1. To create a separation record, enter the employee's UIN in the field and click the **Create** button.

The screenshot shows the 'Separations Main Menu' page. At the top, there are navigation tabs: 'Admin Transactions', 'Announcements', 'Banner Resources', 'Policies/Labor', 'Separation', and 'Training'. The 'Separation' tab is selected. Below the tabs is a purple header with 'DART' and a 'Home >' link. On the left side, there is a sidebar with two sections: 'HR INFORMATION' containing links for 'Employment Center', 'Labor', and 'Policies'; and 'APPLICATIONS' containing links for 'AVSL', 'Create HH', 'Change Empl', 'Group Logon', 'Dept Profile', 'ER Card', 'Job Postings', 'HOA', 'Pay Calculator', 'PAPE', and 'Reclass'. The main content area is titled 'Separations Main Menu' and contains the following text: 'Select one of the options below to initiate or carry out the separation process.' Below this is a note: 'Note: It is imperative that you complete the separation process to ensure that the employee is correctly separated from the University. Failure to complete this process may result in the employee continuing to receive a paycheck.' Underneath the note is a box containing a list of options: 'Create a new separations record by entering a UIN and clicking **Create**.' This option is followed by a text input field and a 'Create' button, both of which are highlighted with a red rectangle. The second option is 'Search for current employee using the [Separation Status Search Form](#).' At the bottom of the page, there is a red 'Back' button.

- Enter the employee's **Separation Date**. This is the day the employee resigned or retired or the day the job ended.



**NOTE:** Academic staff members may use vacation days to extend the date of official separation beyond the last day of service.  
For Civil Service staff, the resignation date must be the last day of work; it cannot be extended by use of vacation or sick leave.

- Select a **Separation Reason** for why the employee is leaving the University.
- Select the **Status** of the separation process:
  - In Progress:** indicates the home unit is processing the separation.
  - Unit Submitted:** indicates the home unit submitted the separation for college approval.
  - College Approved:** indicates the college approved the separation and forwarded it to Central HR.
  - HR Approved:** indicates Central HR approved the separation.

Indicate if a **Payout** adjustment will be initiated through Banner by clicking either the **Yes** or No indicator.

Admin Transactions   Announcements   Policies/Lab

## DART

**HR INFORMATION**

[Employment Center](#)

[Labor Policies](#)

**APPLICATIONS**

[AVSL](#)

[Create NH/Change Empl Group Logon](#)

[Dept Profile](#)

[ER Card](#)

[Job Postings](#)

[NOA](#)

[Pay Calculator](#)

[PAPE](#)

[Reclass](#)

[Retrieve CS Resume](#)

[Search Applicant Database](#)

[Search NH](#)

### Create Employee Separation Form for HR

**Employee Information**


Complete the employee separation form and click the **Submit** button below.

To return to the Separations Main Menu, click the **Back** button.

UIN:	@01553704
First Name:	JANE
Middle Name:	
Last Name:	SMITH
E-Class:	BA Acad/Pro 12mth Ben Elig
Home Organization:	9-100000 Control - OBFS Cash Mgmt & Invest
Separation Date: (mm/dd/yyyy)	<input type="text"/> Last day in pay status, including vacation and sick leave taken. This may differ from the employee's Last Work Day in Banner.
Separation Reason:	Choose One: <input type="button" value="v"/>
Last Paid Date:	N/A
Status:	In Progress <input type="button" value="v"/>
Does this employee require a payout for which a pay adjustment will be initiated through Banner?:	<input type="radio"/> Yes <input type="radio"/> No

5. Select the jobs to apply the vacation and sick leave calculations.
6. Click the **Calculate** button to calculate the weighted hourly rate for sick and vacation leave for all selected jobs.

If the calculation is not correct, enter the **Manually Calculated Hourly Rate** in the appropriate fields.



**NOTE:** If no jobs are listed, you must perform a manual calculation. When using the **Manually Calculated Hourly Rate** field, provide your calculations and comments in the Comments Field section.

7. Enter an explanation and/or supporting information for the separation in the **Comments** field. Click the **Submit** button.

Weighted Hourly Rate of Pay. Select all jobs that apply to vacation and sick leave calculation and click **Calculate**.

Position/Suffix	Per Pay Salary (A)	FTE (B)	Full Time Monthly Rate C = (A/B)	Hourly Rate \$(C)/Hours per pay from job e-class	Weighted Sick Leave Hourly Rate	Weighted Vacation Hourly Rate
<input checked="" type="checkbox"/> U4477-00	\$4,463.33	1.00	4,463.33	\$25.75	\$25.75	\$25.75
Total Weighted Hourly Rate					\$25.75	\$25.75
Calculate new total weighted hourly rates					<input type="button" value="Calculate"/>	

Manually Calculated Hourly Rate (Justification In Comments Section)    \$  (xxx.xx)    \$  (xxx.xx)

Comments:  
(ex. Date, Name, Comments)

Once this form is submitted and is in **Unit Submitted** status, you will no longer be allowed to update this information.

Once you submit the separation form, you can review the results on the **Employee Information** page.

8. Review the information for accuracy. If any changes are needed, you must make them while the **Status** of the separation is still "*In Progress*."
9. If the **Status** is not "*In Progress*" when you want to make changes, you will need to contact the Central HR office and ask that the status be reset.

Click the **Continue** button to return to the Separations Main Menu.

**HR INFORMATION**

- [Employment Center](#)
- [Labor](#)
- [Policies](#)

**APPLICATIONS**

- [AVSL](#)
- [Create NH/](#)
- [Change Empl Group Logon](#)
- [Dept Profile](#)
- [ER Card](#)
- [Job Postings](#)
- [NOA](#)
- [Pay Calculator](#)
- [PAPE](#)
- [Reclass](#)
- [Retrieve CS Resume](#)
- [Search Applicant Database](#)

**Create Employee Separation Form for HR**

**Employee Information**

Complete the employee separation form and click the **Submit** button below.

To return to the Separations Main Menu, click the **Back** button.

UIN:	@05113704
First Name:	Jane
Middle Name:	
Last Name:	Smith
E-Class:	BA Acad/Pro 12mth Ben Elig
Home Organization:	9-100000 Control - OBFS Cash Mgmt & Invest
Separation Date: (mm/dd/yyyy)	<input type="text"/> Last day in pay status, including vacation and sick leave taken. This may differ from the employee's Last Work Day in Banner.
Separation Reason:	<input type="text" value="Choose One:"/>
Last Paid Date:	N/A
Status:	<input type="text" value="In Progress"/>
Does this employee require a payout for which a pay adjustment will be initiated through Banner?:	<input type="radio"/> Yes <input type="radio"/> No

Weighted Hourly Rate of Pay. Select all jobs that apply to vacation and sick leave calculation and click **Calculate**.

	Position/Suffix	Per Pay Salary (A)	FTE (B)	Full Time Monthly Rate C = (A/B)	Hourly Rate \$(C)/Hours per pay from job e-class	Weighted Sick Leave Hourly Rate	Weighted Vacation Hourly Rate
<input checked="" type="checkbox"/>	C58443-00	\$4,463.33	1.00	4,463.33	\$25.75	\$25.75	\$25.75
<b>Total Weighted Hourly Rate</b>						\$25.75	\$25.75
<b>Calculate new total weighted hourly rates</b>						<input type="button" value="Calculate"/>	

**Manually Calculated Hourly Rate (Justification In Comments Section)**

\$  \$   
(xxx.xx) (xxx.xx)

Comments:  
(ex. Date, Name: Comments)

contract not renewed;vacation and compensable sick payout due: Vacation 202 hr x 25.75 =\$5,201.50; Compensable sick hrs 32 x 25.75 = \$824.00 total payout \$6,025.50

Once this form is submitted and is in **Unit Submitted** status, you will no longer be allowed to update this information.

## Searching for a Separation Status

You can search for the status of an employee's separation forms by clicking the **Separation Status Search Form** link on the Separations Main Menu page.

**DART** Home >

**Separations Main Menu**

Select one of the options below to initiate or carry out the separation process.

**Note:** It is imperative that you complete the separation process to ensure that the employee is correctly separated from the University. Failure to complete this process may result in the employee continuing to receive a paycheck.

- Create a new separations recrd by entering a UIN and clicking **Create**.
- Search for current employee using the [Separation Status Search Form](#).

**Back**

1. Enter or select at least one search criteria on the form.
2. If you enter a UIN or SSN, your search will return only the person assigned that number.
3. For other search criteria, you can also select what to Sort Results By when displaying your search return.
4. Click the Search button once you have entered all your criteria.

**UIHR** University of Illinois Human Resources Home Index

**DART** Home >

**Separation Status Search Form**

Enter at least one of the criteria below. Click the **Search** button to search.

A "wildcard" search on last name can be done by entering a partial last name followed by the percent sign, %. For example entering S% will search for anyone whose last name begins with S.

To exit the Separation Status Search Form, click the **Exit** button.

First Name:

Last Name:

UIN: (xxxxxxxx)

SEN: (xxxxxxxx)

Separation Date Prior to: (m/n/dd/yyyy)

Separation Reason: Choose One:

HR Campus: ALL

Separation Status: ALL

Payout Status: (Does this employee require a payout for which a pay adjustment will be initiated through Banner?) All


Benefits Status: All

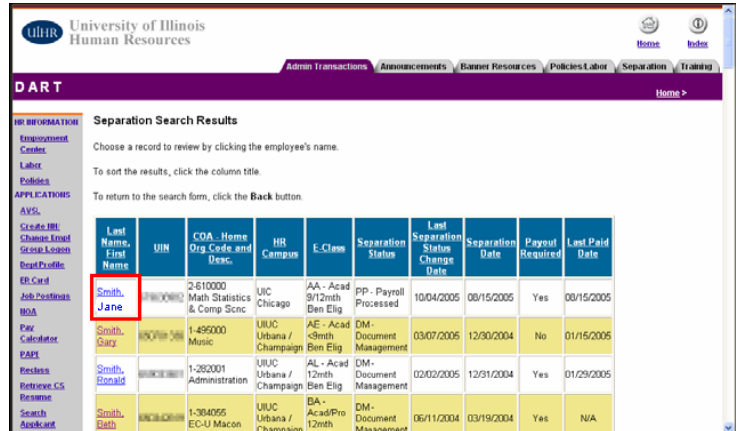
Sort Results By: **E-Class**

**Search** **Exit**

5. To sort your search results on this page, click the column header for that field.

6. To view the separation status of a person, click the link for their name.

 **NOTE:** You can only view records to which you have access.




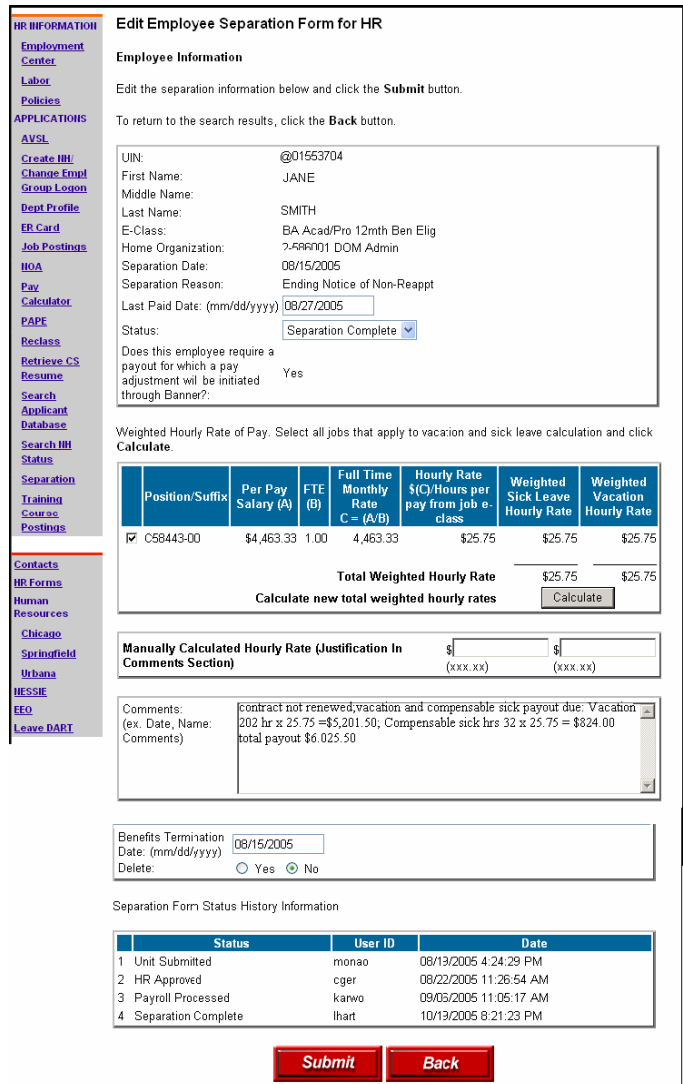
Last Name, First Name	UIN	COA - Home Org Code and Desc.	HR Campus	E-Class	Separation Status	Last Separation Status Change Date	Separation Date	Payout Required	Last Paid Date
Smith, Jane	2-610000	Math Statistics & Comp Scnc	UIC Chicago	AA - Acad 9/12mth Ben Elig	PP - Payroll Processed	10/04/2005	08/15/2005	Yes	08/15/2005
Smith, Gary	1-495000	UIUC Urbana / Champaign	UIUC Urbana / Champaign	AE - Acad 9mth Ben Elig	DM - Document Management	03/07/2005	12/30/2004	No	01/15/2005
Smith, Donald	1-262001	Administration	UIUC Urbana / Champaign	AL - Acad 12mth Ben Elig	DM - Document Management	02/02/2005	12/31/2004	Yes	01/29/2005
Smith, Bob	1-384055	UIUC Urbana / Champaign	UIUC Urbana / Champaign	BA - Acad/Pro 12mth	DM - Document Management	06/11/2004	03/19/2004	Yes	N/A

7. You can review the status of the employee's separation on this page.

8. When the employee has been paid out, the Last Paid Date appears.

9. The Delete option allows the unit to completely delete the DART Separation Form.

 **NOTE:** This option only appears for certain statuses and is only available to employees with the appropriate level of access.



**Edit Employee Separation Form for HR**

**Employee Information**

Edit the separation information below and click the **Submit** button.

To return to the search results, click the **Back** button.

UIN: @01553704  
 First Name: JANE  
 Middle Name:  
 Last Name: SMITH  
 E-Class: BA Acad/Pro 12mth Ben Elig  
 Home Organization: 2-589901 DOM Admin  
 Separation Date: 08/15/2005  
 Separation Reason: Ending Notice of Non-Reappt  
 Last Paid Date: (mm/dd/yyyy) 08/27/2005  
 Status: Separation Complete

Does this employee require a payout for which a pay adjustment will be initiated through Banner? Yes

Weighted Hourly Rate of Pay. Select all jobs that apply to vacation and sick leave calculation and click **Calculate**.

Position/Suffix	Per Pay Salary (A)	FTE (B)	Full Time Monthly Rate C = (A/B)	Hourly Rate \$(C)/Hours per pay from job e-class	Weighted Sick Leave Hourly Rate	Weighted Vacation Hourly Rate
<input checked="" type="checkbox"/> C58443-00	\$4,463.33	1.00	4,463.33	\$25.75	\$25.75	\$25.75
<b>Total Weighted Hourly Rate</b>					\$25.75	\$25.75

Calculate new total weighted hourly rates

**Manually Calculated Hourly Rate (Justification In Comments Section)** \$ (xxx.xx) \$ (xxx.xx)

Comments: contract not renewed,vacation and compensable sick payout due: Vacation 202 hr x 25.75 = \$5,201.50; Compensable sick hrs 32 x 25.75 = \$824.00 total payout \$6,025.50

Benefits Termination Date: (mm/dd/yyyy) 08/15/2005  
 Delete:  Yes  No

Separation Form Status History Information

Status	User ID	Date
1 Unit Submitted	monao	08/19/2005 4:24:29 PM
2 HR Approved	cgr	08/22/2005 11:26:54 AM
3 Payroll Processed	karwo	09/03/2005 11:05:17 AM
4 Separation Complete	lhart	10/13/2005 8:21:23 PM

## Submitting Separation PITR

### Personnel Information Transmittal Report (PITR) Transactions

PITR transactions are used to send notification to the HR Office that an employee will be separating from a position. Units will submit the PITR in order to end the employee's job(s).

For the Hourly, Academic and Graduate Hourly and Academic unpaid employee groups, the PITR termination information may be directly entered the in Banner by the Unit.

Once the PITR is received, HR Office will directly enter this information in Banner on the **Employee Jobs Forms (NBAJOBS)**. After completing the termination of the job(s), the HR Office will terminate the employee on the **Employee Form (PEAEMPL)**.

The following data is entered in the **NEW** sections of the PITR fields (data in the Current fields auto-populates from Banner):

#### Employee Information Section:

- Last Work Date – The last day the employee actually performed work at the University.
- Termination Code – Identifies the reason the employee was terminated from University Employment.
- Termination Reason – Must be entered if a Termination Date is entered. The Termination Reason Rules table (PTRTREA) lists all possible reasons.

#### Job Information Section:

- Job End Date – End date of the job.
- Job Change Reason Desc. – Description for the Job Change Reason Code (same as Termination reason in Employee Information).

#### Memo Information Section:

- All information pertaining to the resignation.
- Include originator name and/or Userid.

	A	B	C	D	E	F	G	H	I
1	<b>Personnel Information Transmittal Report</b>								
2									
3	View Date: Sep 3, 2005								
4	Are there future dated job records? No								
5									
6	Banner ID: @01553704		Name: Jane Smith		Home Org Code: 9-100000		Home Dept: Control-OBFS Cash Mg		
7									
8	MEMO: Employee resigned 3/27/06; Last work day 4/14/06. Leaving University for position at XYZ Corporation. I Rayborn (irayborn@uic.edu)								
9	<b>Employee Information</b>								
10		Last Name	First Name	Middle Name	E-Class	E-Class Desc	COA-Home Dept Code	COA-Home Dept Desc	COA & Org Check Distribution Code
11	Current	Smith	Jane	(blank)	BA	Acad/Pro 12mth Ben Elig	2-9100000	OBFS	2-9100000
12	New								
13									
14		Employee FTE	Benefit Category (Code & Description)	Leave Category (Code & Description)	Current Hire Date	First Work Day	Last Work Day	Termination Date	Termination Code
15	Current	0							
16	New						04/14/06		EJ002
17									Resig
18		VISA Expiration Date							
19	Current	(blank)							
20									
21									
22	<b>Job Information--Position No./Suffix: -</b>								
23		Personnel Change Date	Position/Suffix	Job Status	Job Begin Date	Job End Date	Job Title	Job Change Reason Code	Job Change Reason Desc
24	Current	(blank)		(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
25	New					4/14/06			Resignation
26									
27		Job Type	Job FTE	Job Appt %	COA-Timesheet Org	Timesheet Org Title	Job Leave Category	Job E-Class	Job E-Class Desc
28	Current	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
29	New								

The result from the process is the termination of the employee's job and the termination of the employee. If the process is NOT followed and all jobs for the employee are not terminated, the employee remains active in Banner and may continue to receive a paycheck and benefits.



**WARNING:** When entering the Termination Code and Termination Reason, select the correct code; as an example:

- **EJ001** (End Job) is used when an employee is leaving the job **BUT** remaining with the University.
- **EJ002** (Employee Resignation) is used when an employee is leaving the University.

Using the incorrect code can cause problems with payroll and benefits.



## Banner Transactions

The following Banner forms are impacted either through the **DART** transaction or through entries by Central HR, Academic Affairs HR, Payroll or the Benefits Center.

**PEALEAV** – Adjustment of leave balances before and after payout

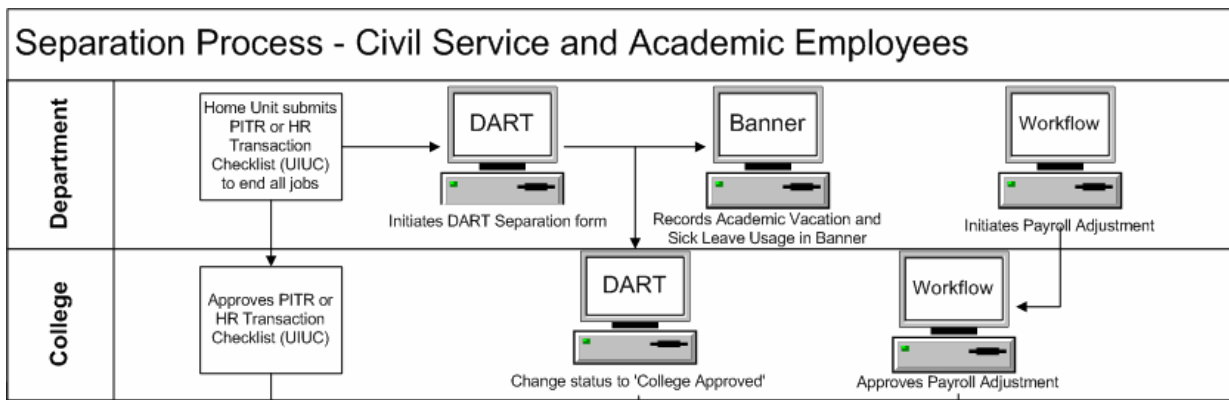
**PZAADJT** – Payroll adjustments for vacation and sick payout

**PEAEMPL** – Adjustment of leave balances; termination of the employee

**NBAJOBS** – Termination of all jobs by an HR Office


**PEAESCH** – Termination of employee in Banner system by an HR Office

## Units/Home Departments/College




After submitting the **PITR** and initiating the online **DART Separation form** the unit updates the employee's Vacation and Sick Leave time in Banner using the **Employee Leave Balance form (PEALEAV)** Banner form for any adjustment due to time accrual before the final payout.

The Unit initiates the **Payroll Adjustment Workflow** for both vacation/sick payout. The Deferred Pay Calculator in **DART** will assist Units in calculating any deferred amount owed to the employee.

 **NOTE:** Payroll adjustment workflow is not initiated for hourly employees such as Student, Extra Help, Academic Hourly, and Graduate Hourly employees since they are not eligible for vacation and sick time.

The Payroll Adjustment Workflow is routed to Payroll so that the final payout can be generated for the terminated employee. The payroll rate that is entered on the adjustment is the calculated rate from the Separation Form that was submitted to the appropriate HR Office.

 **NOTE:** Final payout is made only when there is no outstanding balance owed by the employee.

## Banner PEALEAV form for Academic Professionals

Oracle Developer Forms Runtime - Web: Open > PEALEAV

File Edit Options Block Item Record Query Tools Help

Employee Leave Balances PEALEAV 7.0 [MC:37.0] (BANTRND) (QNONE)


ID:

---

**Leave Balance Totals**

Leave Code	Day or Hour	Total Begin Balance	Total Accrued	Total Taken	Current Available	Total Banked
FLHL FloatHol	H	.00	16.00	16.00	.00	.00
SHBN ShBen	H	.00	.00	.00	.00	.00
SICC CompSick	H	.00	.00	.00	.00	.00
SICK Sick	H	56.02	103.33	8.00	151.35	.00
VACA Vacation	H	110.00	99.20	.00	209.20	.00
VACC VacBal	H	.00	.00	.00	.00	.00

- 1) From the Banner Main Menu, enter **PEALEAV** in the direct access text box.
- 2) Enter the employee's ID in the ID field.
- 3) Click the **Next Block** to advance to the employee **Leave Balance Total** block.
- 4) Click the **Next Block** to advance to the **Employee Leave Balance** block.
- 5) Highlight the **Job** for which the adjustment is to be made:
  - a) Move the cursor to the appropriate Leave Code and click on the field which requires the adjustment.
  - b) If the employee has earned leave benefits not recorded, make the appropriate adjustment in the **Begin Balance** field.
- 6) Press the TAB key to move to the **Change Reason** field.
  - a) Explain the reason for the change or update. If possible, include your name and the date with your comments.
- 7) Click the **SAVE** button or press the **F10** key to save your changes.

 **NOTE:** Changes to the leave balances may be reviewed in the **Employee Leave History** form (**PEILHIS**).

Employee Leave Balances PEALEAV 7.0 [MC:37.0] (BANTRND) (ONONE)

ID: 123456789 Joe Sample

Position	Title	Begin Date	End Date	COA	Time Sheet Organization	Description
> C76658 00	DIR OF BUS OPER	16-DEC-2003		2	766006	Physician Admin
C76659 00	DIR OF BUS OPER	16-DEC-2003		2	586004	DOM DLD

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked	Maximum Amount
FLHL FloatHol	16-DEC-2003	H D	.00 .00	16.00 .00	16.00 .00	.00 .00	.00 .00	.00 .00
Change Reason:								
SHBN ShBen	16-DEC-2003	H D	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	5,699.99 712.50
Change Reason: PHPUPDT-Sum of rolled hours updated this job balance.								
SICC CompSick	01-OCT-2001	H D	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	5,699.99 712.50
Change Reason:								
SICK Sick	29-OCT-2004	H D	56.02 7.00	70.01 8.75	16.00 2.00	110.03 13.75	.00 .00	5,699.99 712.50
Change Reason: PZPUPDT program updated hours accrued, taken and banked.								
VACA Vacation	19-SEP-2005	H D	110.00 13.75	67.20 8.40	.00 .00	177.20 22.15	.00 .00	328.32 41.04
Change Reason: PZPUPDT program updated hours accrued, taken and banked.								
VACC VacBal	01-OCT-2001	H D	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	5,699.43 712.43
Change Reason: PHPUPDT-Sum of rolled hours updated this job balance.								

Job Leave Block

## Payout Adjustments

Certain benefit adjustments may need to be made when an employee is leaving the University (for example unused vacation and sick leave). A weighted rate of pay for vacation and sick leave is determined during the **DART** Separation process. Before the employee is terminated within Banner, departments process vacation and sick leave payouts via the Adjustment Workflow.

In order to process the adjustment, the Department Originator needs to determine the following:

Was the employee overpaid during the last pay period?	Yes	<ol style="list-style-type: none"> <li>1. Fill out the Adjustment Notification, and send it to the Department Approver.</li> <li>2. Department Approver sends the Adjustment Notification to Payroll along with any overpayment if it was recovered.</li> </ol>
	No	No adjustment is necessary.
Is the employee eligible for a payout of unused vacation and sick leave?	Yes	Go to question 3.
	No	No adjustment is necessary.
Has the employee status been changed to <i>Terminated</i> in Banner?	Yes	<ol style="list-style-type: none"> <li>1. Fill out the Adjustment Notification, and send it to the Department Approver.</li> <li>2. Send the approved Adjustment Notification to Payroll.</li> </ol>
	No	Fill out the <b>Adjustment Form (PZAADJT)</b> with the manually calculated vacation and sick leave, and route the adjustment through the Adjustment Workflow. (The rate of pay for terminal benefits is calculated during the Separation process).

Adjustment Processing for Units (HRPPR120) is offered by the Office of Business and Financial Services (OBFS). Refer to their website for course offering dates and times.

<http://apps.obfs.uillinois.edu/training/index.cfm?campus=C>

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## **PITR Termination for Academic Hourly, Graduate Hourly and Graduate Assistants, Students, and Extra Help**

Since Academic Hourly, Graduate Hourly and Graduate Assistants, Students, and Extra Help are not eligible for benefits, the **DART** Separation form is not applicable.

The Unit will process the **PITR** to notify the appropriate HR Office of the separation. Information pertaining to the separation will be entered in the **New** fields.

The HR Office will end the employee's job in Banner using the **NBAJOBS forms**. The following information is entered in the corresponding fields:

### **PITR Processing:**

- Check to insure there are no Future dated job records pending in Banner for the employee.
- In the memo section provide any information and comments including the name and phone extension number to contact person.

**Employee Information Section:** Enter the following in the **New** section.

- Change **Employee status** to **T** (terminated).
- Provide the employee's last work date in the **Termination Date** field.
- Provide the **Termination Code**
- Provide the **Termination Reason**

**Job Information Section:** Enter the following in the **New**.

- Enter the **Personnel Change Date** to the employee last work day.
- Enter the **Job Status** as **T**.
- Enter the **Job End Date** as the employee last work day.
- Enter the **Job Change Reason Code** to **EJ001** (End Job)
- Enter the **Job Change Reason Desc** to End Job.

**Approval Section:** Each Department responsible for approving the separation must complete the information in the **Approval Section** of the PITR.

The HR Office will end the employee's job in Banner using the **NBAJOBS forms**. The following information is entered in the corresponding fields

- Last day worked
- Personnel Date (should be the same as the last day worked)
- Change Status to **terminated**
- Change reason code to **EJ001 (job ended)**
- Change description to **Employee resignation**

A	B	C	D	E	F	G	H	I	J
<b>Personnel Information Transmittal Report</b>									
View Date: Apr 10, 2006									
Are there future dated job records? No									
Banner ID: 123456789		Name: Sample, Joe			Home Org Code: 904000		Home Dept: Assoc VP Human Resource		
MEMO: Ending extra help job, effective April 7, 2006. I Rayborn 5-0144									
<b>Employee Information</b>									
	Last Name	First Name	Middle Name	E-Class	E-Class Desc	COA-Home Dept Desc	COA & Org Check Distribution Code	COA & Org Check Distribution Desc	Employee Status
	Current New	Sample	Joe (blank)	EH	CS Extra Help	Human Resources - UIC	9-407000	Human Resources - UIC	A T
	Employee FTE	Benefit Category (Code & Description)	Leave Category (Code & Description)	Current Hire Date	First Work Day	Termination Date	Termination Code	Termination Reason	
	Current New	0 B4-BI-Weekly Statutory Only	70-CS Exit Hip Track 900 hrs	Sep 13, 2005	Sep 13, 2005	(blank) Apr 7, 2006	(blank) TT	(blank) Terminated	
	VISA Expiration Date								
	Current	(blank)							
<b>Job Information--Position No./Suffix: C96816-00</b>									
	Personnel Change Date	Position/Suffix	Job Status	Job Begin Date	Job End Date	Job Change Reason Code	Job Change Reason Desc		
	Current	Sep 28, 2005	C96816-00	A	Sep 13, 2005	(blank)	SA019 General Contract Increase		

91	<b>Approvals</b>						
92	<b>Department Approval</b>		<b>College/YC Approval</b>		<b>Home Dept Approval</b>		<b>Home College/VP Approval</b>
93	Name		Name		Name	Jane Supervisor UIC - Human Resources	Name John Manager
94	Department		College		Dept	5-0000	College Human Resources
95	Phone		Phone		Phone	6-0000	Phone 6-0000
96	Email		Email		Email	<a href="mailto:JSuper@uic.edu">JSuper@uic.edu</a>	Email <a href="mailto:JManager@uic.edu">JManager@uic.edu</a>
97	Date Approved		Date Approved		Date Approved	Apr 10, 2006	Date Approved Apr 10, 2006
98	Approver Comments		Approver Comments		Approver Comments		Approver Comments

Once the **PITR** is completed save the file and print a copy for the departmental file. The **PITR** will be forwarded to the appropriate HR office via **PEAR** from the HR Enterprise Application System.



**NOTE:**

Processing of **PITR** for Students should be sent to Student Employment office.

Processing of **PITR** for Extra Help should be sent to HR-Extra Help Office.

Processing of **PITR** for Graduate Assistants should be sent to Academic HR Records

Processing of **PITR** for Academic Hourly and Graduate Hourly should be sent to Academic HR Records with separation information in the Memo section along with documentation.

- The Home Unit will end the job in Banner (**NBAJOBS**).
- Academic Records will terminate the employee in Banner.

## Ending Job in Banner for Academic Hourly, Graduate Hourly

Home Units can end the job. The **NBAJOBS Banner** form is used to enter the termination date, the last work day, the personnel date, the status change and the change reason code.

From the Banner Main Menu, enter **NBAJOBS** in the direct access text box.

Enter the employee's ID in the **ID** field.

If known, enter the **Position and Suffix** numbers or click on the **Position** box down arrow to search for List of Employee's Jobs.

1. Click the Next Block and click the **Job Detail** tab.
2. From the **Options** command select **Add a Change with New Effective Date**.
  - a. If the pay calc for the pay period in which the employee terminated has not occurred, the effective date will equal the last work day.
  - b. If the pay calc for the pay period in which the employee terminated has occurred, use an effective date that is one day after the last paid date.
  - c. Enter the **Personnel Date**. This date should be the employee's last work day.
3. Change the **Status** to **Terminated**.
4. Change the **Change Reason code** to **EJ001 or EJ002**; the description to should state **End Job or Employee Resignation**, respectively.
5. **Save** the Record; exit the form.

Employee Jobs NBAJOBS 7.1.0.1 (BAN7UP) (NONE)

ID: 123456789 Joe Sample Last Paid Date: 15-FEB-2006  
 Position: C58443 Suffix: 00 Query Date: 07-MAR-2006

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules Job Labor Distributor

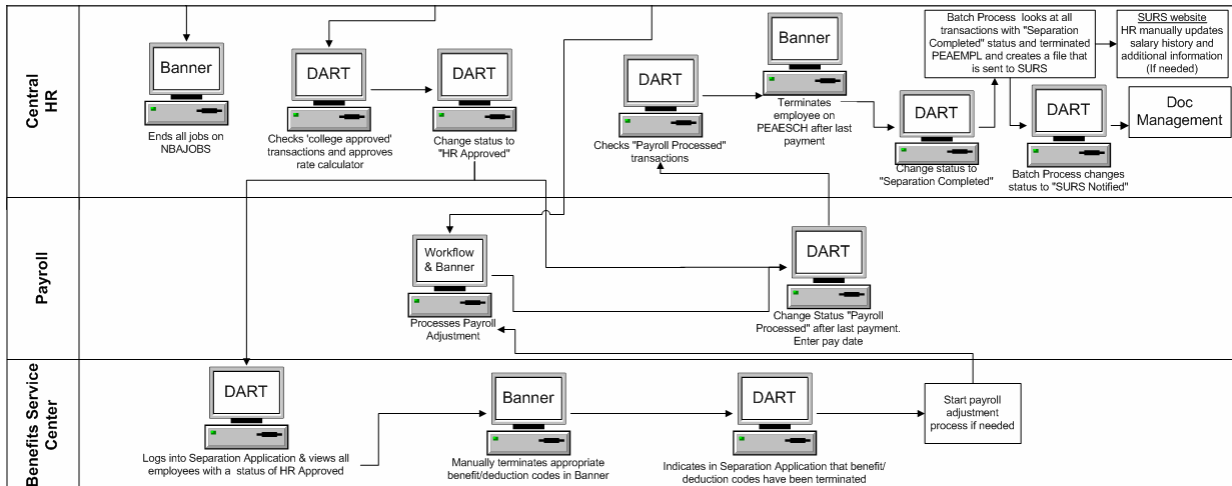
Effective Date: 07-APR-06  
 Personnel Date: 07-APR-06  
 Status: Terminated  
 Title: VST INSTRUCTIONAL DESIGNER  
 Job FTE: 1.000  
 Appointment Percent: 100.00  
 Encumbrance Hours:  
 Encumbrance Indicator: System Calculated  
 Hours per Day: 8.00  
 Employee Class: BA Acad/Pro 12mth Ben Elig  
 Leave Category: Y3 12/12 mth 2 FH 25  
 Change Reason: EJ002 Employee Resignation  
 Employer Code: UI University of Illinois

Pay Plan  
 Group: 2005 Grade: UNDFD  
 Table: AA Step: 0

Compensation  
 Rate:  
 Hours per Pay:  
 Assign Salary:  
 Factor: 12.0  
 Pays: 12.0  
 Annual Salary:

## HR – Payroll – Benefits Service Processing

### Central HR-Academic Records, Faculty Affairs HR, Medical Center



Academic HR Records, Faculty Affairs HR and Service Center HR Officers will check for **DART** Separation transactions with a “College Approved” transactions status. After receiving the approved **PITR** from the Unit and before ending all jobs on Banner (**NBAJOBS**), the appropriate HR office will verify that a copy of the employee’s termination letter has been received and will verify consistency of dates between **PITR**, the **DART** Separation form and the letter.

If all dates are in agreement status is changed to “HR Approved”, otherwise status is changed to ‘In Progress’ and department is advised to revise.

On the **NBAJOB** form, the effective date is changed to the Terminate End date and the Job Change reason code is entered.

Benefits Service Center officers view all ‘HR Approved’ **DART** transactions for all benefit eligible employees. In Banner, benefit deduction codes are manually terminated and indicates on the **DART** separation form that benefits deductions codes have been terminated. If benefit deductions adjustment are needed the Benefit Service Center will initiate the payroll adjustment.

Upon receiving the ‘HR Approved’ **DART** Separation Form from the appropriate HR Office and the **Adjustment Processing Form (PZAADJT)** from the Home Unit and the Payroll Office will check to ensure that all jobs have been terminated in **NBAJOBS** and process the last paycheck. This will include any Benefit adjustments, if necessary. The last pay date is entered in the **DART** Separation Form and the status is changed to “Payroll Processed.” The **DART** Separation Form is then returned to the appropriate HR Office for further processing.



When the **DART** Separation Form returns to Central HR, the Service Center or Faculty Affairs HR with a status of "*Payroll Processed*" the appropriate office will:

- For Civil Service employees: Adjust leave balances on **PEALEAV** in order to reflect the balances after vacation and sick leave payout. The vacation is to be zeroed out and the compensable sick time is to reflect the half that is not to be paid out. The non-compensable sick balance remains.
- Enter the change reason code for the adjustment.
- Verify that the **DART** Separation Form has a Benefit Termination Date for benefit-eligible employees.
- Complete the Employee Status Change Form (**PEAESCH**) to terminate the employee and any remaining benefits/deductions.
- Change the status on the **DART** Separation Form to "Separation Completed".

A batch process looks at all **DART** transactions with '*Separation Completed*' status and terminated status in **PEAEMPL** and creates a file that is sent to SURS. The batch process changes the status to '*SURS Notified*'. On the SURS website the appropriate HR Office will update salary history and any additional information required for SURS.

- For Academic employees: when the status on the **DART** Separation Form status is *SURS notified* **PEALEAV** is updated to reflect the balances after vacation and sick payout. The vacation and the compensable sick time are to be zeroed out. Is to reflect the half that is not to be paid out. The non-compensable sick balance remains.
- Enter the change reason code for the adjustment.

The **DART** Separation form along with the employee's resignation letter is captured in Document Management System.

For those employees that were not SURS eligible, the **DART** Separation Form will have a status of "*Separation Complete*". The processes for incorporating them in the Document Management system consist of one of the following:

- HR Office will upload the file into Document Management.
- The form can be printed and scanned into Document Management.
- The form can be saved as an HTML file and uploaded into Document Management.

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## **Lesson 3: Benefit Policies for Separations**

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### **Employee Benefits and Unemployment Insurance**

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#### **Employee Benefits**

##### **Medical Benefits:**

To be eligible for benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) a terminated employee must be enrolled in the State health, dental and vision benefits on the last day of employment. COBRA coverage becomes effective the first full day after separation/termination occurs.

##### **Life Insurance:**

The employee's Life Insurance policy may be continued at the employee's expense. Basic coverage may be converted to any form of individual life insurance policy (except term insurance) offered by the Life Insurance Plan administrator. Optional life insurance coverage may also be converted or may be continued through a portable term group policy. The premium stays the same with a nominal direct-billing fee added.

##### **Long-Term Disability:**

The optional accidental death and dismemberment and long-term disability insurances **may not** be continued after termination.

##### **Flexible Spending Accounts:**

Once you have left employment at the University, you are no longer eligible to continue making pre-tax contributions. You may, however continue post-tax contributions if enrolled in COBRA.

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### **Leave Payout**

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#### **Sick Leave Payout:**

At the time of termination, employees with unused accumulated sick leave that was earned between January 1, 1984 and December 31, 1997, may elect to be compensated for up to one-half the amount.

Employees with unused accumulated sick leave earned prior to January 1, 1984 and on or after January 1, 1998, and/or accumulated while ineligible for compensation under the State Finance Act, are not eligible for any payment of payout.

#### **Academic Staff**

One-half of all unused accumulated compensable sick leave earned between January 1, 1984, and December 31, 1997 is paid out at the time of termination. The remainder is utilized for establishing service credit in SURS. If employees prefer, they may elect to have all of the post-January 1, 1984 unused sick leave days applied toward service credit in the retirement system.

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## **Vacation Leave Payout:**

### **Civil Service Staff:**

Employees are paid for any vacation leave accumulated and not used as of the employee's last scheduled workday. If an employee accepts employment at another state agency or institution, under certain conditions, accrued vacation leave may be transferred, subject to the State Universities Civil Service System.

### **Academic Staff:**

Accumulated, unused vacation time, up to a maximum of 48 days, is paid out at the time of termination. If the employee leaves before the termination of their contract, the vacation payout will be prorated for the portion of the year worked.

### **Floating Holidays:**

Unused floating holidays at the time of termination are forfeited and are not paid out to the employee.

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## **Compensation**

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### **Final Paycheck:**

The final paycheck for an employee terminating employment or retiring will be produced in the same manner as their previous checks, unless the employee makes changes at the time of resignation. For example, if an employee has direct deposit, the last paycheck will be direct deposited.

If the campus HR office is aware of the employee's separation/retirement on or before the last day of work, vacation and sick leave payouts will be included with the last paycheck.

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### **Unemployment Compensation:**

All employees of the University are eligible for unemployment compensation in accordance with the Illinois Unemployment Compensation Act. Unemployment compensation is funded directly by the State of Illinois.

The employee is required to apply at the State Unemployment Compensation Office nearest to their home to determine eligibility. The Human Resource Records department will verify information requested for verification by the Compensation Office.

To be eligible for unemployment benefits an employee must:

- Be ready, willing and able to work full-time and must be actively looking for work and willing to accept any suitable job offered;
- Have been entirely out of work, or if working less than full-time because of lack of work, have earned less than the weekly benefit amount and;
- File a claim for Unemployment Compensation at the local Unemployment Compensation Office serving the area in which the individual lives and must register for work with the State Unemployment Service. This should be done the first working day after becoming unemployed.

Unemployment benefits are available as a matter of right to unemployed workers who meet state qualifying and eligibility requirements. State laws vary regarding eligibility for benefits, amount of benefits and amount of weeks during of which may be paid.

The size of your weekly benefit amount depends on the amount of wages for insured work paid to you during the two calendar quarters of your base period in which your wages were highest.

Regardless of how much you were paid in your two highest quarters, the total weekly amount payable to you cannot exceed a legislatively set maximum amount.

The total amount of benefits that can be paid to you is 26 times your weekly benefit amount plus an allowance for dependents or the total wages for insured work paid to you during your base period, whichever amount is smaller.

**Interstate Benefits:**

Any state you move to will help you file a benefits claim against Illinois and will provide service and assistance comparable to what you would receive in Illinois. This is also true in the District of Columbia, Puerto Rico, the Virgin Islands and Canada. The state in which you file your claim acts as an agent state. File your claim at the unemployment insurance office that serves the area in which you live.

For more detail information on Unemployment Benefits refer to their website at:

<http://www.ides.state.il.us/individual/default.asp>

For more information regarding the University of Illinois policies on Employee Benefits and Unemployment Insurance refer to the following website:

[https://nessie.uihr.uillinois.edu/pdf/ben\\_and\\_unemp\\_during\\_sep.pdf](https://nessie.uihr.uillinois.edu/pdf/ben_and_unemp_during_sep.pdf)

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## Retirement

There is no mandatory retirement age. Employees in status positions must contribute to the State Universities Retirement System regardless of percentage of appointment and will become eligible for benefits as determined by the statutes and rules governing that agency.

More information is available from the Benefits Center and State Universities Retirement System publications.

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## Eligibility

- At age 55 with 8 years of service (benefits are reduced for those taking early retirement between ages 55 and 60).
  - Early Retirement reduction for employees who retire before age 60, unless they have 30 years of service will be reduced  $\frac{1}{2}$  of 1% (.5%) for each full month you are under the age of 60.
- At age 62 with 5 or more years of service.
- At any age with 30 or more years of service.

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## Responsibilities

### Employee:

- Notifies supervisor or department head of intent to retire, allowing a minimum of 60 days notice.

### Supervisor or Department Head:

- Refers employee to a Benefits Center counselor to complete Application for Retirement Annuity form at least 60 days before termination.
- Forwards Change of Status (COS) and Resignation/Termination form to appropriate Human Resources Department before termination date.

### Human Resources Officer:

- Calculates the terminal benefit pay
- Completes SURS Termination Report to report accrued vacation and unused or unpaid
- Secures Waivers of Sick Leave form from Benefits Center, if applicable
- Forwards status form to Payroll Office

### Benefits Center Counselor:

- Assists employee in completing application for retirement
- Advises on SURS retirement income and insurance benefits after retirement
- Forwards retirement application to SURS
- Secures Waiver of Sick Leave form from employee, if applicable

### Payroll Officer:

- Forwards Termination Report to SURS, identifying last payroll date and amount.

**SURS Counselor:**

- Processes retirement claim.
- Provides for a preliminary benefit payment on the retirement date and continues at the estimated amount until the claim is finalized.
- Makes additional payment if necessary (to compensate for estimated amounts), until claim is complete.

For more information on SURS retirement benefits, go to the Retirement FAQ on SURS website:

<http://www.surs.com/shepherd.surs?flk=AcMbr&shp=99>

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**Vacation and Sick Leave Payout:**

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**Civil Service Staff**

**Vacation Leave Payout**

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**Academic Staff**

**Vacation Leave Payout**

Accumulated, unused vacation time, up to a maximum of 48 days, is paid out at the time of retirement. If the employee leaves before the termination of his/her contract, the vacation payout will be prorated for the portion of the year worked.

**Sick Leave Payout**

One-half of all unused, accumulated compensable sick leave earned between January 1, 1984, and December 31, 1997 is paid out at the time of retirement. The remainder is utilized for establishing service credit in SURS. If employees prefer, they may elect to have all of the post-January 1, 1984 unused sick leave days applied toward service credit in the retirement system.

## Faculty Emeritus Status

The granting of *emeritus* status to retiring faculty and senior administrative staff members is based on merit. At UIC, the *emeritus* designation is regarded as an extraordinary title that is given for extraordinary service. Faculty eligible for *emeritus* status includes:

- Those in the professional ranks, i.e., professors and associated professors
- Research and clinical faculty

Ordinarily, *emeritus* status will not be granted to an individual who has served less than seven years. *Emeritus* status may be granted prior to retirement for those who have served the University in an eligible administrative position for at least five years and who resign such positions to return to the faculty.

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## Responsibilities

### Unit/Department Head:

- Prepares letter of justification with supporting documentation.

### Administrator/Dean:

- Reviews and forwards recommendation to Provost.

### *Emeritus* Review Committee:

- Reviews request to ensure uniform campus standards for extraordinary service are applied to each case.
- Advises Provost.

### Provost:

- Submits affirmative recommendations for the granting of *emeritus* status to the Chancellor.

### Chancellor:

- Sends his/her recommendation to the Board of Trustees for approval.

### Board of Trustees:

- Sends a letter to the individual confirming the designation of *emeritus* status

For more information on Emeritus Status refer to the following document:

<http://www.uic.edu/depts/oa/Docs/emeritus.pdf>

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## Death Benefits:

### Procedures for processing payment of death benefits

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#### Department Procedures:

The Department in which the deceased employee was employed must complete the following steps to initiate the payment of death benefits:

- 1) End the employee's job via a **PITR**.
- 2) Complete the **DART Separation Form**.
- 3) Submit a **Payroll Adjustment (PZAADJT)** for the final pay period (if hours worked were not captured on an Original Pay Event) and any terminal benefits due to the employee. In the **Comments** field of the **Adjustment Detail** block of **PZAADJT**, indicate the date of the employee's last day worked and date of death.
- 4) Forwards Change of Status (COS) to Human Resource Records Officer indicating the employee's date of Death.

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#### Office of Human Resources Procedures

Upon notice of an employee's death by either the family or the employing Department, the Office of Human Resources sends out a letter to the family at the employee's permanent address.

The letter indicates all required documentation needed for processing the final payout of wages and/or benefits, which includes:

- Small Estate Affidavit or Copy of Will
- W-9 form completed by Beneficiary
- A certified copy of the Original Death Certificate
- A copy of the Beneficiary's government issued photo identification
- Driver's License, State ID, Passport, Employment ID

The Beneficiary can send in the documentation via mail or make an appointment with a Human Resources Representative for review and submittal of the forms using the contact information provided below. Once Human Resources has collected all the necessary documentation, it is forwarded to the campus Payroll Service Center.

With regards to Survivor Benefits from State University Retirement System (SURS):

The Human Resource Records Officer:

- Completes Status of Participant form, identifying the date of death
- Forwards Status of Participant form and Change of Status to the Payroll office, indicating the terminal benefits to be paid

The Benefits Center Counselor:

- Identifies beneficiary designation and notifies all beneficiaries to inform them of State Life Insurance benefits
- Provides beneficiary(s) with Payroll office contact for disposition of final pay and terminal benefits
- Provides SURS with beneficiary information for processing of SURS death/survivor benefits



## **Payroll Service Center Procedures**

The Payroll Office processes the final payout upon receipt of all required documentation, the **DART** Separation Form, and the Payroll Adjustment (**PZAADJT**). All checks will be made out to the estate of the deceased and mailed to the address indicated on the W-9 form.

For questions regarding the status of the decedent's payout, please contact the Chicago Payroll Service Center at (866-476-3586) or visit their website at <https://www.obfs.uillinois.edu/obfshome.cfm>

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## Lesson 4: Support Groups

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### **Academic Human Resources/Records (Central HR, Medical Center, Faculty Affairs-HR)**

**Website:** Academic Resources Records: <http://www.uic.edu/depts/hr/ahr/index.html>

**Phone:** 312-413-3490

The final reviewer of appointment processing to Payroll and determines both accuracy of the appointment terms and eligibility for such benefits as retirement and insurance. AHR/Records interact with agencies such as the Board of Trustees, State Universities Retirement System, Unemployment Compensation, Workers' Compensation, and other institutions to confirm and coordinate work history.

### **Office of Faculty Affairs – HR**

**Website:** <http://www.uic.edu/depts/oa/oaahome.html>

**Phone:** 312-355-2412

The Office of Academic Affairs (OAA develops and oversees academic policy pertaining to **Faculty** separation, termination and retirement.

### **HR Benefits Center**

**Website:** <http://www.uic.edu/depts/hr/benefits/index.html>

**Phone:** 312-996-6471

- The Benefit Center processing changes in status, termination, Central Management Services (CMS) discrepancies, and death claims, etc.
- Counseling employees in any of the above activities
- Acting as liaison between employees and the State Universities Retirement System (SURS) or with Central Management Services (CMS)
- Responds to questions concerning benefits publications, CMS policies, etc.

### **School of Public Health**

### **College of Medicine**

### **Student Employment Office**

**Website:** <http://jobs.studemp.uic.edu>

**Phone:** 312-996-3130

The Student Employment Office is responsible for assisting students who are looking to find a part-time job either on or off campus. This office also assists both University Departments and off-campus employers who are seeking to hire students for part-time job openings.

### **Labor & Employee Relations**

**Website:** <http://www.uic.edu/depts/hr/relations/relations.html>

**Phone:** 312-355-3055

The Office of Labor & Employee Relations engages in several activities and services in the areas of labor/management relations, counseling, and support services to managers and employees.

#### **Labor Relations services include:**

- Providing guidance and interpretation regarding University of Illinois Policy and Rules, State Universities Civil Service System and Rules;
- Facilitating Civil Service disciplinary processes up to and including discharge, grievance hearings and investigations;
- Advising and consultations with managers and administrators.

#### **Employee Relations services include:**

- Counseling civil service employees on employment policies and rules as established by the University and Civil Service;
- Advising managers on job behavior or performance of both civil service , and implementation of a system of corrective/progressive discipline;
- Scheduling and conducting pre-disciplinary hearings and reconciliation meetings for civil service employees.

### **University Payroll:**

**Website:** <https://www.obfs.uillinois.edu/obfshome.cfm>

**Phone:** 866-476-3586

The office of Payroll provides services pertaining to earnings, and deductions with regards to separations and retirements.

### **SURS:**

For information pertaining to SURS retirement benefits contact a SURS representative at:

**Website:** <http://www.surs.com/homepage.surs>

**Phone:** 800-ASK-SURS (800-275-7877)

**Mail Address:** SURS  
P.O. Box 2710  
Champaign, IL 61825-2710