Job End Date

Human Resources Front End

How-To Guide

HR Front End Training Team

Job End Date

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Revision Information

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APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Similar to Banner, HRFE allows you to access confidential and sensitive information. Guidelines have been created to help you manage your responsibility.

You are responsible for any activity that occurs using your logon

- Do not share your passwords or store them in an unsecured manner.
- Do not leave your workstation unattended while logged on to administrative information systems.

You have access to very sensitive personal information

- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

Any violation could subject you to disciplinary action.

HR Front End Job End Date Quick View

1	• Locate the employee record.
2	• Set View date as appropriate and select the Job End Date transaction type.
3	• Complete the required Job End Date fields.
4	• Review Employee Record.
5	• Transaction Routed and Applied to Banner.

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Introduction

This guide will help you understand and process Job End Date transactions in the HR Front End. It includes an explanation of the Job End Date transaction and gives general guidelines about when it is appropriate to use the Job End Date transaction type. It also provides instructions on how to complete Job End Date transactions.

Assumptions

This guide assumes that you have completed the *HR Front End Overview and Navigation* online course. This prerequisite helps acquaint you with the general functionality of and navigation in the HR Front End. Material presented in the *HR Front End Overview and Navigation* course is not repeated in this guide.

Before processing a Job End Date transaction, ensure that prior approvals have been obtained where applicable.

What is a Job End Date Transaction

Job End Date transactions in the HR Front End are used to change the end date of existing jobs in one of three ways:

1. Adding a Job End Date

For example, an employee holds a job for which no end date was specified when the job started. Therefore the Job End Date field for this job is blank. Now an end date for the job has been specified. Use the Job End Date transaction to add an end date to the job record.

2. Editing an existing Job End Date

For example, an employee has a job that is scheduled to end in August. Instead, it is decided in the spring that the employee will leave the job early, in June. The Job End Date must be changed from the August date to the June date. Use the Job End Date transaction to change the existing end date on the job record.

3. Removing an existing Job End Date

For example, an employee who has been working on a Visa becomes a permanent resident. Because of the Visa, the employee's job has an end date, which is no longer needed. Use the Job End Date transaction to remove the existing end date on the job record.

Each of these changes includes editing the Job End Date and Job Change Reason, and adding Comments related to the change. No other job information can be changed in a Job End Date component. To make changes to other information in the **Job Detail**, use an Employee Job Record Change.

You may add/edit Job End Dates on multiple jobs in one transaction. If the jobs involved have different end dates, a Job End Date component will be required for each job. It is even possible to end all jobs for an employee using Job End Date, but this transaction type is *not* intended for separations. When an employee is separating from the university, such as a resignation or retirement, use a Separation transaction. When you use a Job End Date to end all jobs for an employee, the HR Front End will ask you to verify whether the transaction should be a Job End Date transaction or a Separation transaction. If it is a Separation the transaction is deleted and a new Separations transaction must be created for the employee.

Conventions Used in this Guide

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.

Completing a Job End Date Transaction

The Job End Date transaction is completed in the Employee Record View of the HR Front End. Once you complete the required fields, you can review the proposed change and route the transaction to be applied to Banner.

Beginning a Job End Date Transaction

To begin a Job End Date Transaction, you must first open the employee's record.

4. Click **Employee Search** in the navigation bar at the top of the screen.

*The **Employee Search** screen appears.*

Figure 1: Employee Search screen

5. Type or select the search criteria in the available fields and click **Search**.

The search results appear in a table at the bottom of the screen.

6. Highlight the desired employee in the results list and click **Select**.

*The **Employee Record View** for the selected employee appears.*
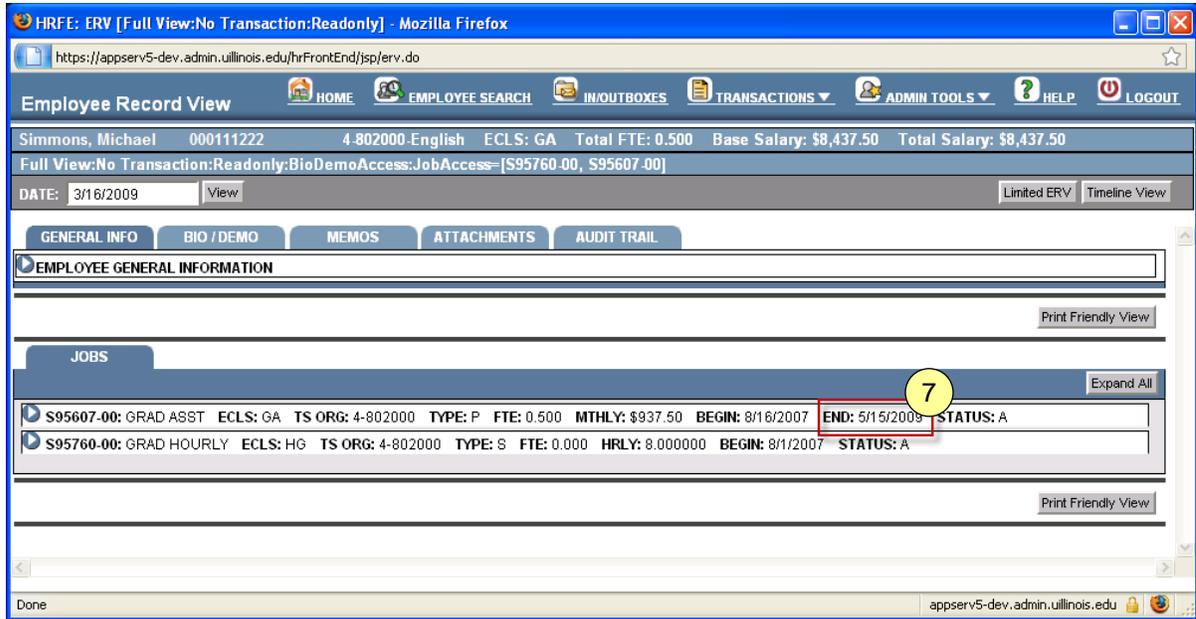
Figure 2: Locating the Current Job End Date

7. Note whether a Job End Date exists for the job. This date is in the Job accordion bar, labeled **END** if the job has an end date. (s*ee Figure 2)*

8. Type the proper date in the **View Date** field and click **View**.

   - If the job already has an end date and you wish to remove or change it, type the current Job End Date in the **Date** field and click **View**.

   - If the job does not currently have an End Date and you wish to add an end date, type the end date you wish to add in the **Date** field and click **View.**

   The **Employee Record View** *refreshes as of the date typed into the* **Date** *field (see Figure 3).*
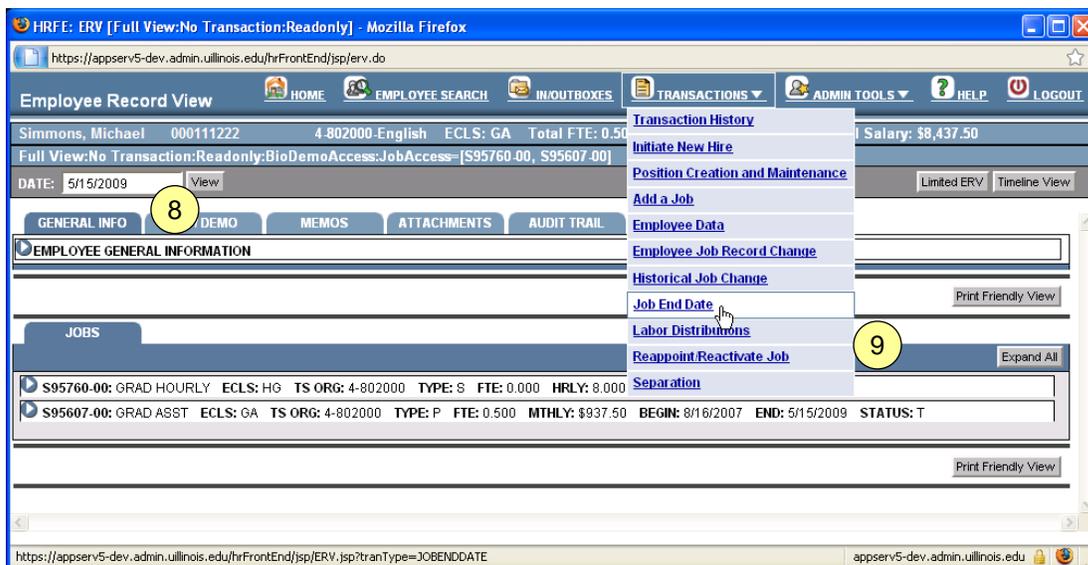
Figure 3: Beginning Job End Date Transaction

9. Under the *Jobs* tab, click the accordion bar of the desired job.

   *The **Job Detail** for the selected job is expanded.*

10. Add, edit, or delete the **Job End Date** and press the Tab key.

    *The **Job Detail** is updated based on the change to the **Job End Date**.*

> **WARNING**: **Job End Date** must match the **View Date** and be after the **Job Begin Date**.

> **NOTES**:
> - The **Personnel Date** is set to the end date entered.
> - If the **Job End Date** entered is before the **Last Paid Date** the end date will automatically be changed to the **Last Paid Date.**

11. Select a **Job Change Reason** from the list.

12. Type a comment in the **Comments** field to the left of your **UserID** (in the *Job Comments* section at the bottom of the *Job Detail*). Click **Add**.

    *The **Employee Record View** refreshes (see Figure 5). The newly added comment is highlighted red.*

> **WARNING**: Comments are required for Job End Date transactions. You will not be allowed to save or continue the transaction until a **Comment** is added to the job.

13. Click **Save**.

    The transaction is saved and ready to be routed and applied to Banner.

Figure 4: Employee Record View with Completed Job Detail for Job End Date

Ending All of an Employee's Jobs

When you end all jobs that an employee holds (whether it is one job or multiple jobs), the HR Front End asks you to verify whether the transaction is truly a Job End Date transaction. This question appears on the last Route before the Apply stop (see Figure 6).
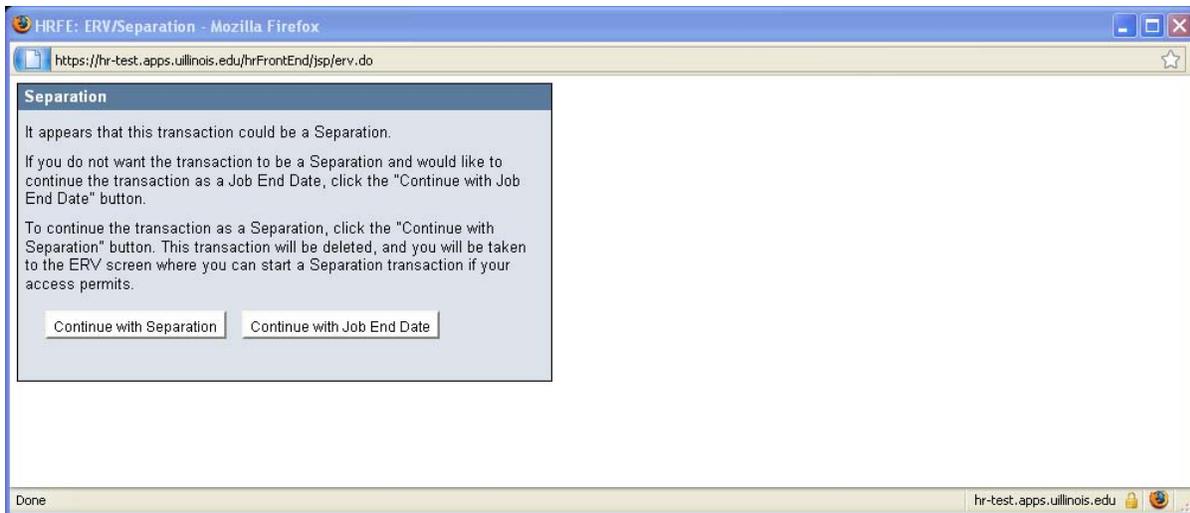
Figure 5: Separation question for Job End Date

WARNING: If you choose **Continue with Separation**, the current transaction will be deleted and a new Separation transaction will need to be started for the employee.

Ending 9/12 or 10/12 Jobs

When you end a 9/12 or 10/12 job on any date other than the original contract end date, the HR Front End automatically adds a Deferred Pay job component. This job compensates for the shortage in pay the employee has received by being paid over 12 months instead of nine or ten months. The Deferred Pay job is created when the Job End Date transaction is initially saved or routed at the Employee Record View (see Figure 7).
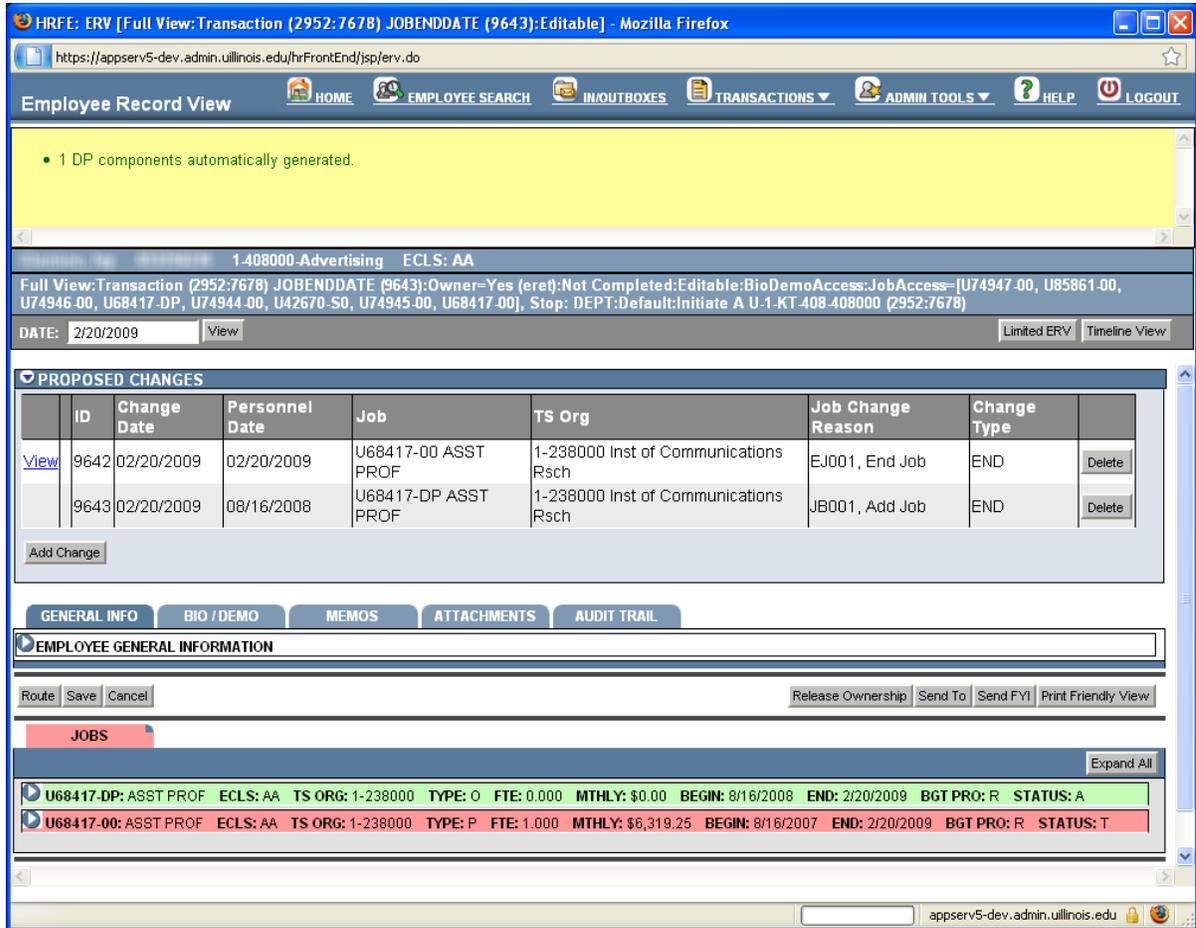
Figure 6: Deferred Pay job component added during Job End Date

The Deferred Pay job can only be edited at the Apply stop by the Central HR Office. At the apply stop, the entire transaction should be reviewed carefully to determine if the Deferred Pay job is still needed. If the Deferred Pay job is appropriate for the transaction, Central HR will need to review and edit the information on the job. Some information, such as Pay Rates, is not populated when the Deferred Pay job is created.

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