Separation

Human Resources Front End

How-To Guide

HR Front End Training Team

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Separation

HR Front End

How-To Guide

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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 Separation Quick View

1	• Locate the employee's record and initiate a Separation transaction
2	• Complete the Separations wizard and end all jobs
3	• Review the Proposed Changes in ERV, editing data if necessary
4	• Transaction is routed, reviewed and applied to Banner
5	• After final regular pay has run, complete the Separations screen and process payout in Banner.
6	• Transaction is routed and reviewed. Payroll enters Last Paid Information
7	• Campus HR applies the transaction to Banner

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Introduction

Assumptions

What is a Separation?

Separation transactions are initiated in the HR Front End when an employee is leaving the University. Only the home department of the separating employee can initiate the separation transaction. The **separation** transaction includes a wizard, which will guide users through the Separation process. Once separated, a returning employee will need to go through the new hire process. The principles and steps related to Separation will be explained in this guide.

NOTE: Changes in Employee Group or Employee Class will no longer be processed through the Separation. If a person is transferring from one job to another, see the Employee **Group Changes** and Employee **Record Changes** courses for more information.

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.

Performing a Separation in the HR Front End

Initiating a Separation

As stated before, only the Home Department of the Employee can initiate a separation. The beginning (initiating) steps of a separation transaction will be performed by the Home Department.

1. Use the **Employee Search** (or Quick Search if you know the employee's UIN) to locate the employee and open the Employee Record View (ERV).

   The Employee Search screen appears.

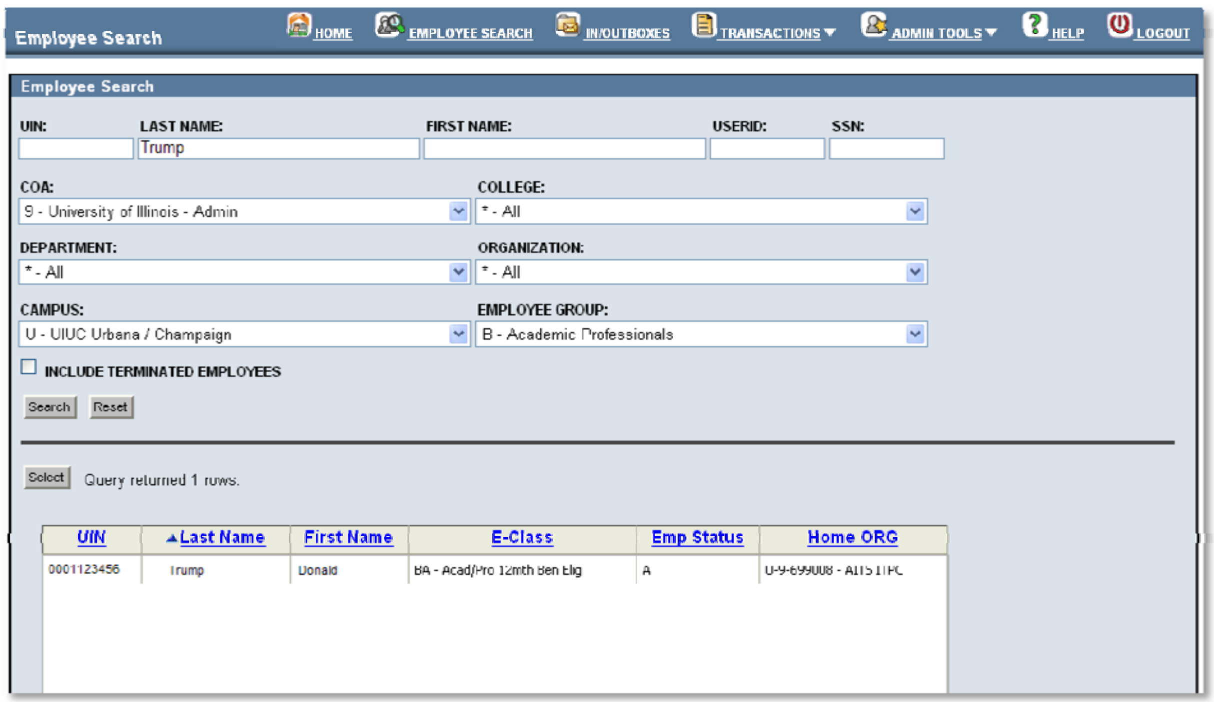


Figure 1: Employee Search screen

2. From the **Transactions** menu, select **Separation**.

    Separation Wizard is displayed.

3. Enter the **Separation Date** (MM/DD/YYYY) – the date that the employee is being separated from the University.

    NOTE: If job(s) have an end date, the Separation Date will default to the job end date, but can be overridden. The Separation Date will be applied to all jobs that do not have a previous end date. Jobs with an end date prior to the Separation Date will not be changed.

4. Select a **Job Change Reason** for the separation.

    HINT: For help with Separation Job Change Reason Codes, see Appendix B.

5. Enter **Separation Comments** – Comments will be saved on the transaction **Memo** tab on the Employee Record View and in the **Job Comments** section for each job that is affected by the separation transaction.

6. Click **Continue.**

    Transaction is saved and Employee Record View is displayed.

WARNING: Clicking the **Save** button will save the transaction to the Inboxes to be accessed at a later time. Clicking the **Close** button will close the transaction without saving any changes. If the transaction is not saved, all data will be lost.

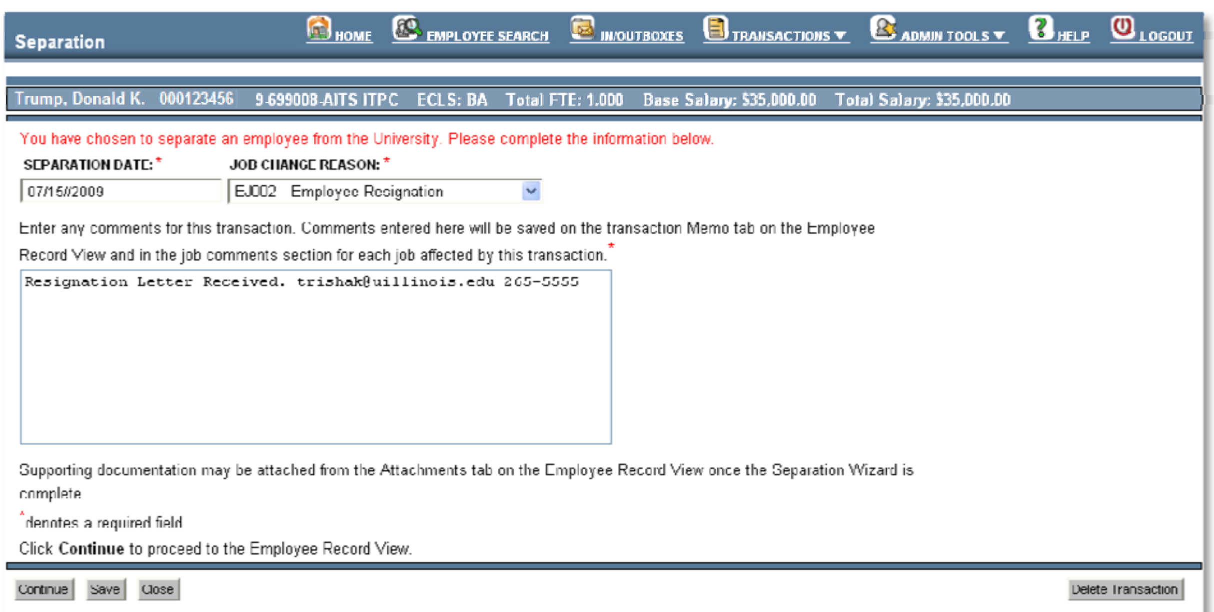


Figure 2: Separation Wizard

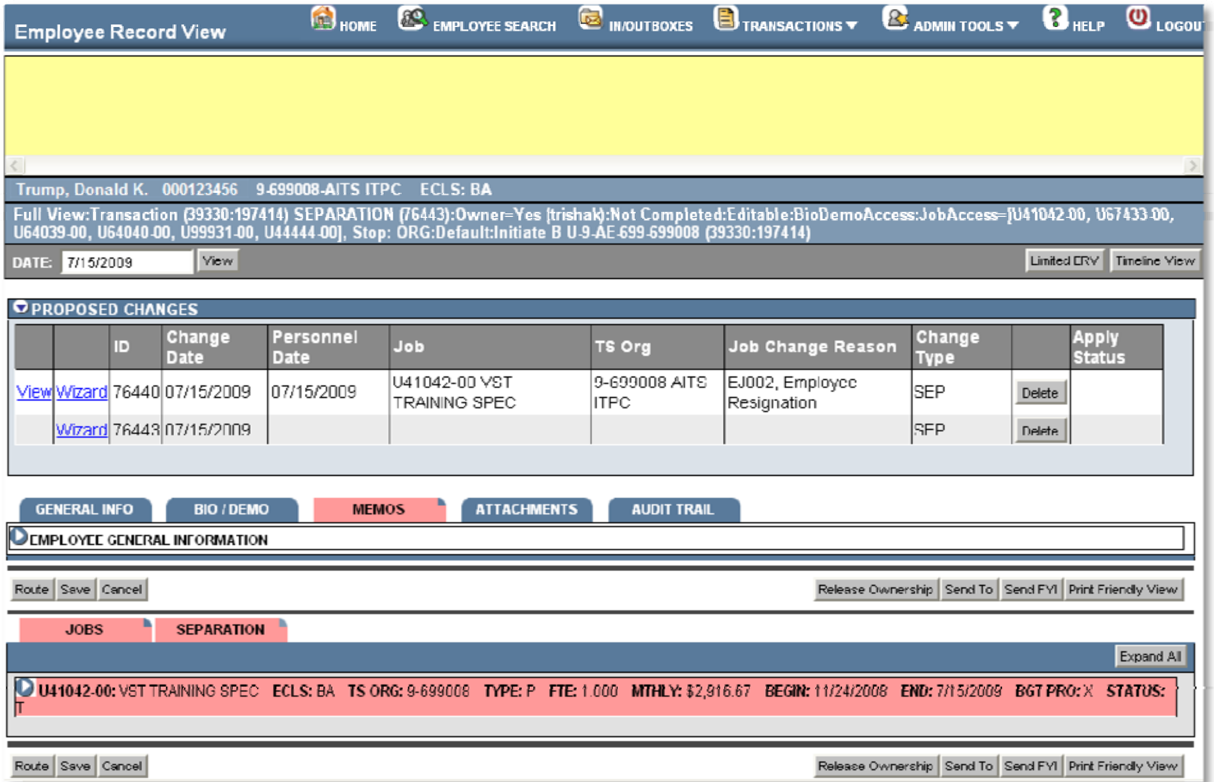


Figure 3: Employee Record View after Completing Separation Wizard

7. Review the Proposed Changes on the Employee Record View.

Jobs being ended are highlighted in Red. Deferred Pay (DP) job(s) are added for any 9/12 or 10/12 jobs ending prior to the end of the contract year and will display in green The HR Front End adds the DP jobs automatically, but the pay amounts need to be entered manually.

8. If necessary, expand any deferred pay jobs and enter the correct pay amounts in the **Pay Rate** fields.

Pay Rate fields on DP job(s) are updated.

9. Attach supporting documentation, if necessary.

Documents show in the Attachment Tab. Attachment Tab is displayed in Red to indicate documents exist.

10. Click the **Separation** tab. Verify or select the correct **Separation Reason Code**.

Appropriate Separation Reason Code is displayed.

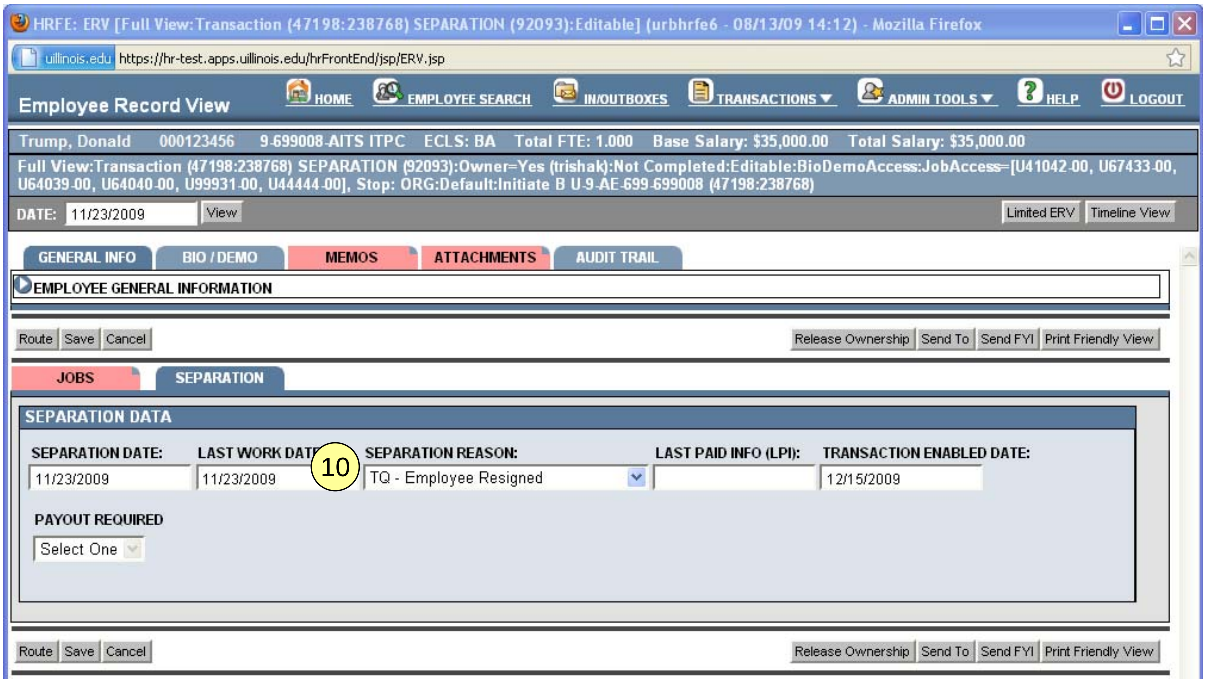


Figure 4: Separation Tab

11. **Save** the transaction.

Transaction is saved.

12. Click the **Route** button

Transaction is sent to the next stop along the pre-determined routing path.

Reviewing the Transaction

Separation Transactions will be routed to an Org Review for all Orgs that own effected jobs, the Home College, and the Campus.

1. Transaction shows in the Group Inbox. Open the transaction and click **Take Ownership**.

Employee Record View is displayed.

2. Verify that the transaction has been initiated correctly. Click **Route** to move transaction to the next route stop in the predetermined routing path.

NOTE: Use the **Return** button to return the transaction to the previous route stop. Use the **Memo** tab to add a memo to specify the reason for the return.

Initial Apply of the Transaction

Once the transaction has routed to all necessary units and colleges, it will be routed to the Campus Apply stop. The Campus Applier will review the transaction and apply the changes to Banner,

1. Transaction shows in the Group Inbox. Open the transaction and click **Take Ownership**.

   Employee Record View is displayed.

2. Verify that the transaction has been initiated correctly. Click **Apply.**

   - *Job information is applied to Banner*
   - *If there are Deferred Pay Jobs, FYI's are sent to applicable Timesheet Organizations and to Payroll.*
   - *The transaction hibernates until the Final Regular Pay is processed.*
   - *Apply Status under proposed changes shows **Pass.***

NOTE: Use the **Return** button to return the transaction to the previous route stop. Use the **Memo** tab to add a memo to specify the reason for the return.

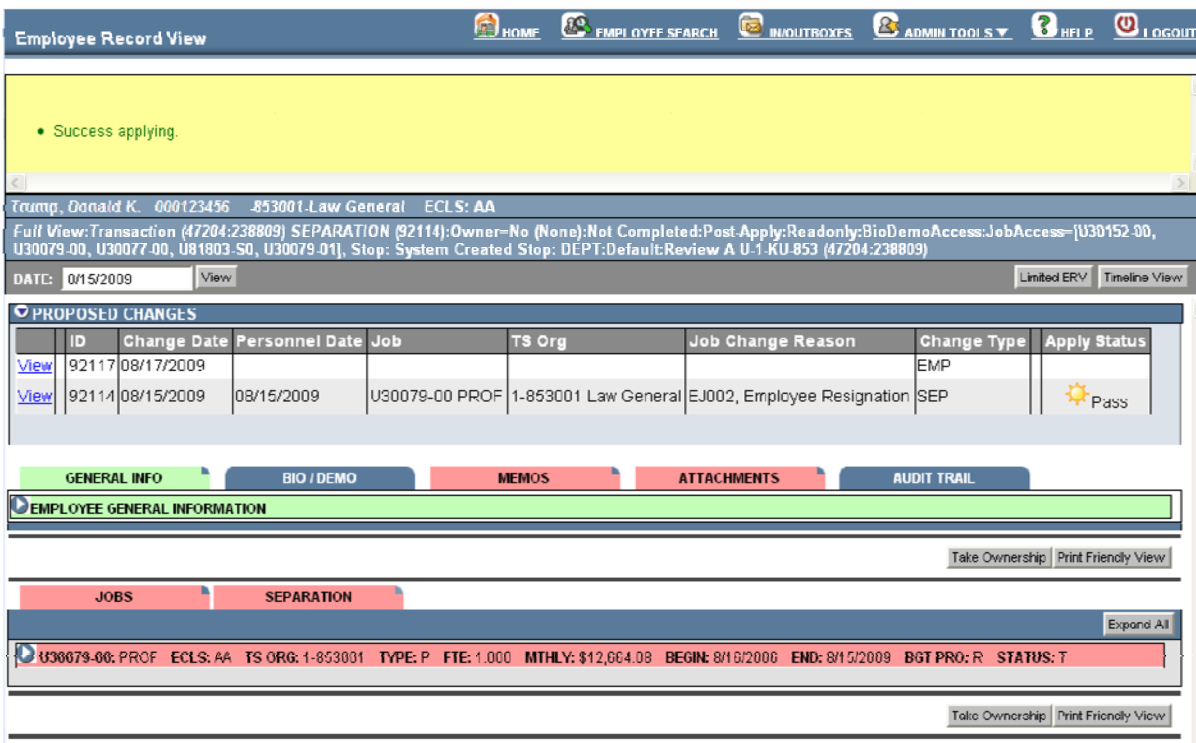


Figure 5: Success Applying Message

Hibernation

Once the Separation transaction is initially applied by Central HR, it goes into a read-only state, called **Hibernation.** It remains in this status until the Final Regular Pay is processed in Banner and will not be editable until the transaction comes out of hibernation. The date that the transaction comes out of hibernation is defined as the **Transaction Enabled Date**, which can be found on the **Separation** tab in the Employee Record View. During hibernation, the transaction remains in the Group Inbox of either the Home Organization or Central HR.

- If the Employee is Compensable Leave or SURS Eligible, the transaction will hibernate in the **Home Department Group Inbox** until the Final Regular Pay is processed.
- If the Employee is **NOT** Compensable Leave or SURS Eligible and there are Monthly/Biweekly (payable) job records**, t**he transaction will hibernate in the **Central HR Group Inbox** until the Final Regular Pay is processed

HINT: Look on the transaction bar in the Employee Record view to see if a Separation transaction is in hibernation. *See Below.*

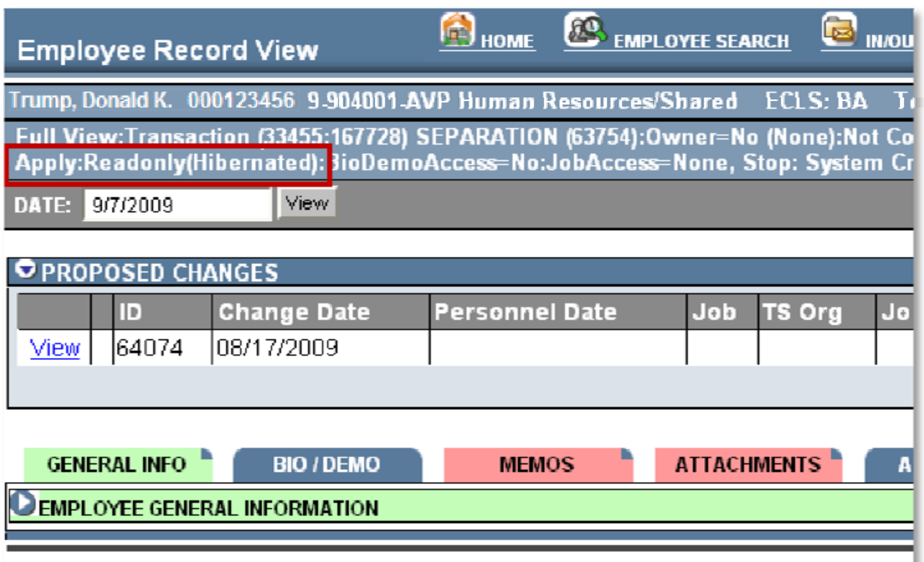


Figure 6: Separation in Hibernation

HINT: Add a **Transaction Enabled** column to your **In/Outboxes** makes it easy to see when Separation transactions will come out of hibernation. To do this, select **User Preferences** from the **Transaction Menu**. Then select **In/Outbox Columns**. For more information, see the **Additional Components** guide.

Post-apply Process

Employees who are NOT Compensable Leave or SURS Eligible

When a University employee is not Compensable Leave or SURS eligible and the Final Regular Pay has been processed, the transaction will hibernate in the Campus HR Group Inbox.

The Campus HR processor will:

1. Open the transaction from the Group Inbox and click **Take Ownership**

Transaction is editable.

2. Once the transaction has been accessed, click on the **Separation** Tab

Separation tab is displayed.

3. Select **No** from the **Payout Required** menu.

4. Click **Apply.**

The screen will refresh and success applying message is displayed. Person is terminated and all benefits and deductions are stopped.

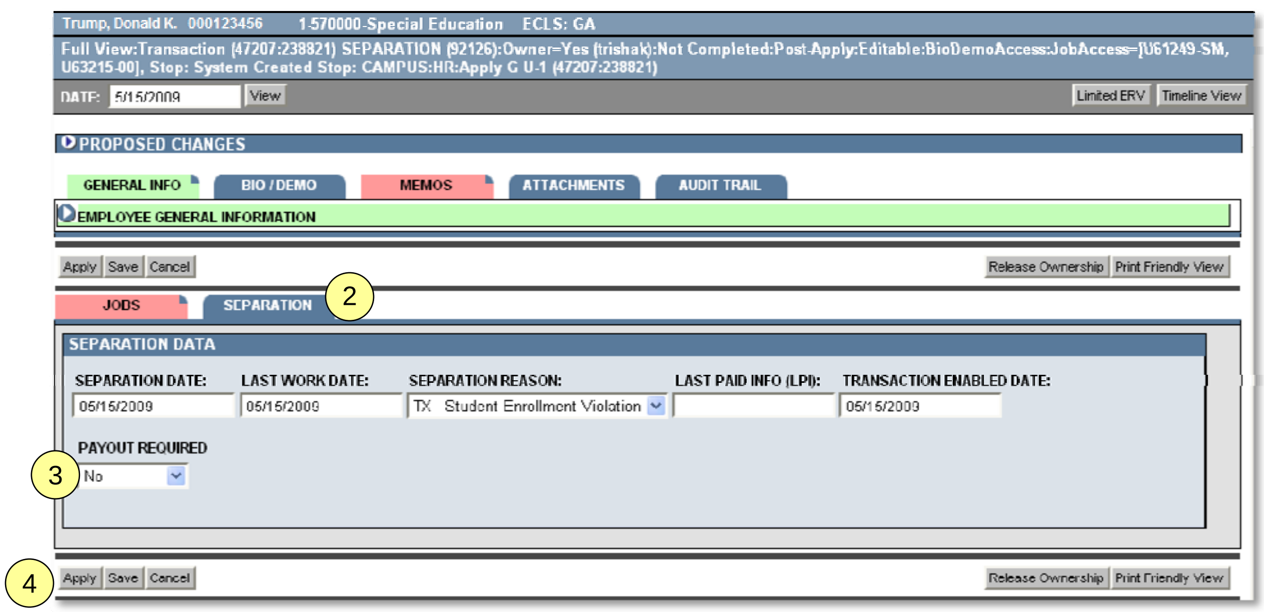


Figure 7: Final Separation Apply – Non-compensable / SURS eligible employee

Compensable Benefit Payout or SURS Eligible Employees

When a University employee is Compensable Leave or SURS eligible, the transaction will hibernate in the Home Department's Group Inbox until the final regular pay is processed.

Home Department

1. Access the **PEALEAV** form in Banner to verify / modify leave balances.

NOTE: PEALEAV balances are only modified for Academic employees. Do not modify PEALEAV balances for Civil Service employees.

2. In the HR Front End, open the transaction from the Group Inbox and click **Take Ownership**.

   Transaction is editable.

3. Once the transaction has been accessed, click on the **Separation** Tab

   Separation screen is displayed.

4. Select **Yes** or **No** from the Payout Required drop-down menu

   If Yes is selected, the Determination of Payout screen is displayed.

NOTE: If no payout is required, skip the following steps and click **Route**.

5. Review / update the **Determination of Weighted Rate -** If any jobs are not required for the determination for Weighted Rate, click the check box to de-select the job. If a **Manual Override** is needed for the Hourly Rate, enter the amount in the **Manual Override** field.

   If Manual Override is entered, calculations in the Information section are updated accordingly.

6. Review the **Listing of 0% Jobs** to determine if a Manual Override is needed.
7. Enter an explanation of the override for Payroll in the **Separation Memos**, and then click **Add**.

   Separation Memo is displayed and is not editable.

8. If employee is waiving any of their Payable Sick time for SURS, enter the Sick to Waive hours in the **Determination of Payout** section.

   If Sick to Waive time is entered, Payable Sick field is adjusted, as are the calculations in the information section.

9. The **Information to be Used to Enter Payout Adjustable in Banner** section is used as a guideline for the actual adjustment. The payout amount will adjust based on the information entered in other sections of the payout screen.
10. Click the **Route** button

    Success Routing message is displayed. Transaction is routed to the College Review Stop.

11. Monitor the transaction in the **My Outbox** screen. Watch for the transaction to be routed to the **Campus Payroll Review** stop

12. When transaction is routed to the Payroll Department, complete the adjustment in **PZAADJT** in Banner. Open the transaction in the HR Front End, and use the Separation Tab as a guideline for the adjustment. Forward adjustment to Payroll using Workflow.

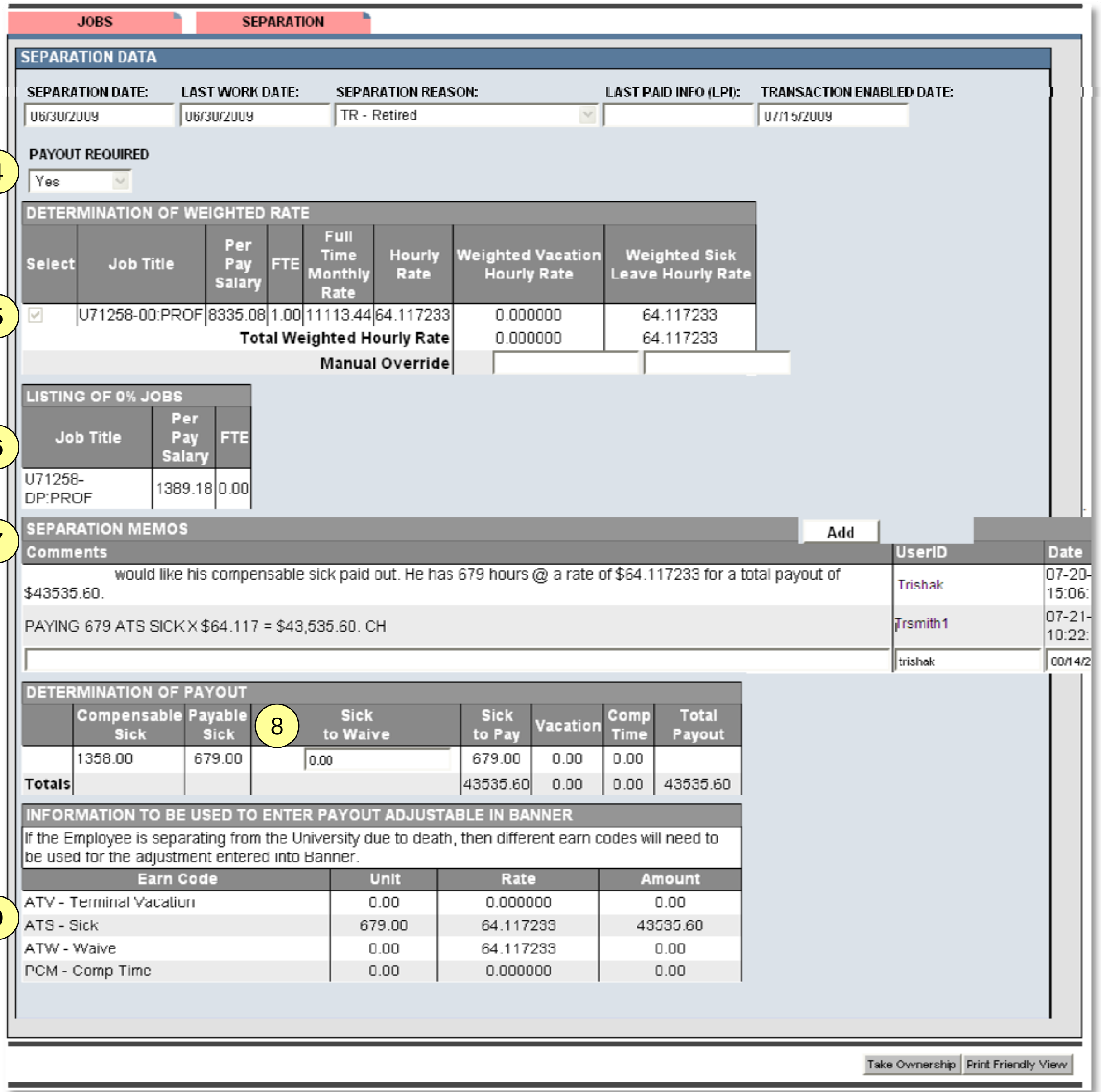


Figure 8: Separation Data Screen

Home College and Campus HR Reviews

Once the Home Department routes the Separation transaction, it will route to the Home College for approval and then to the Campus HR office for approval. When the transaction is received by the Home College and the Campus HR office, they will:

1. Open the transaction from the **Group Inbox**, and click **Take Ownership**.

   Transaction is editable.

2. Click **Separation** Tab to review the payout information.
3. Click the **Route** button

   Transaction is routed from the Home College to the Campus HR, and then to Payroll.

Payroll Review

Payroll will receive both the HR Front End transaction and the adjustment. At this point, Payroll will:

1. Open the transaction from the **Group Inbox**, and click **Take Ownership**.
2. Click the **Separation** tab,
3. Review pay adjustment information and process the payout.
4. Hold the transaction until **Last Paid Information** can be entered on the Separation tab.
5. Click **Route** button.

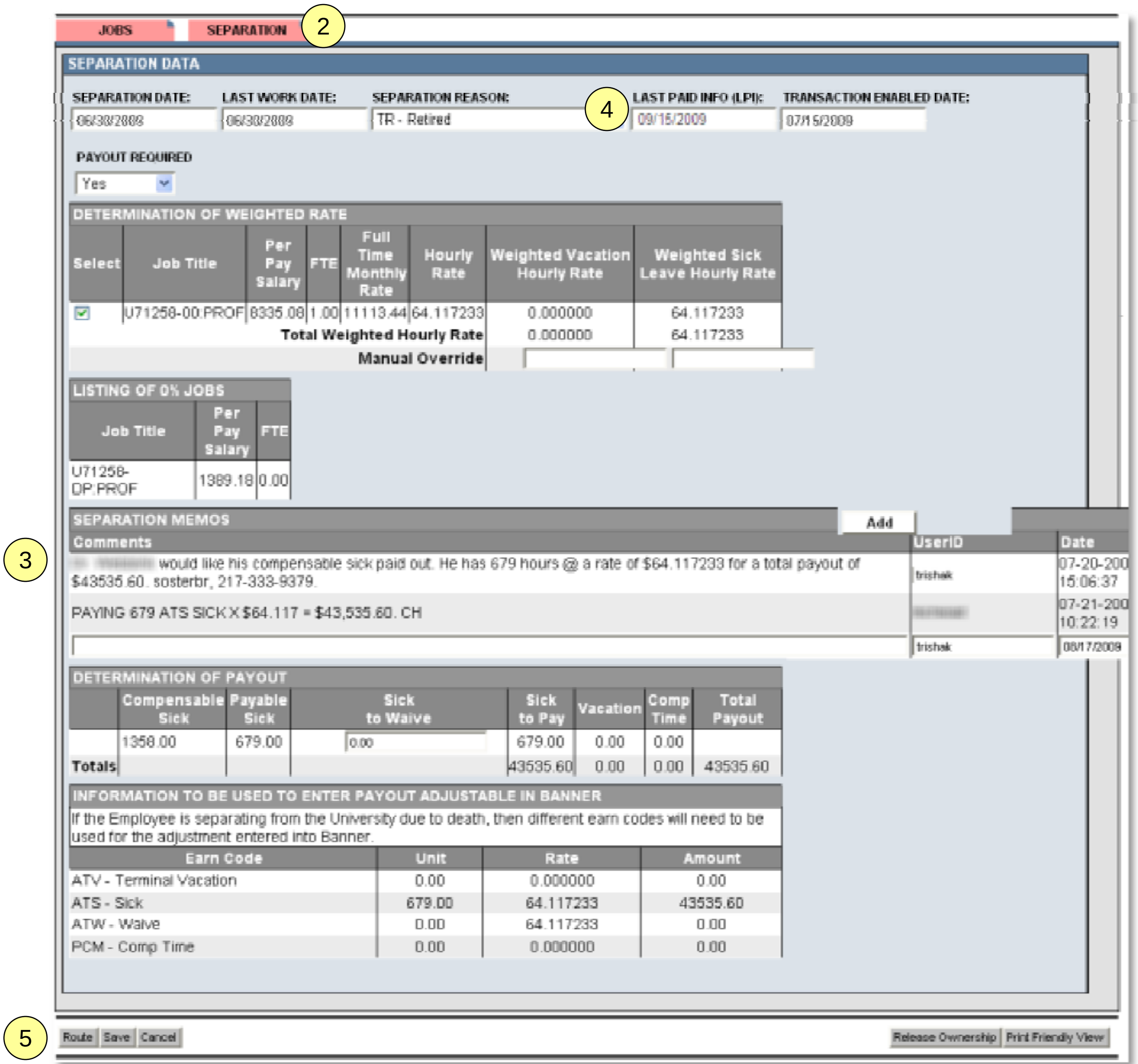


Figure 9: Separation Tab at Payroll Stop

Campus HR Final Apply of the Transaction

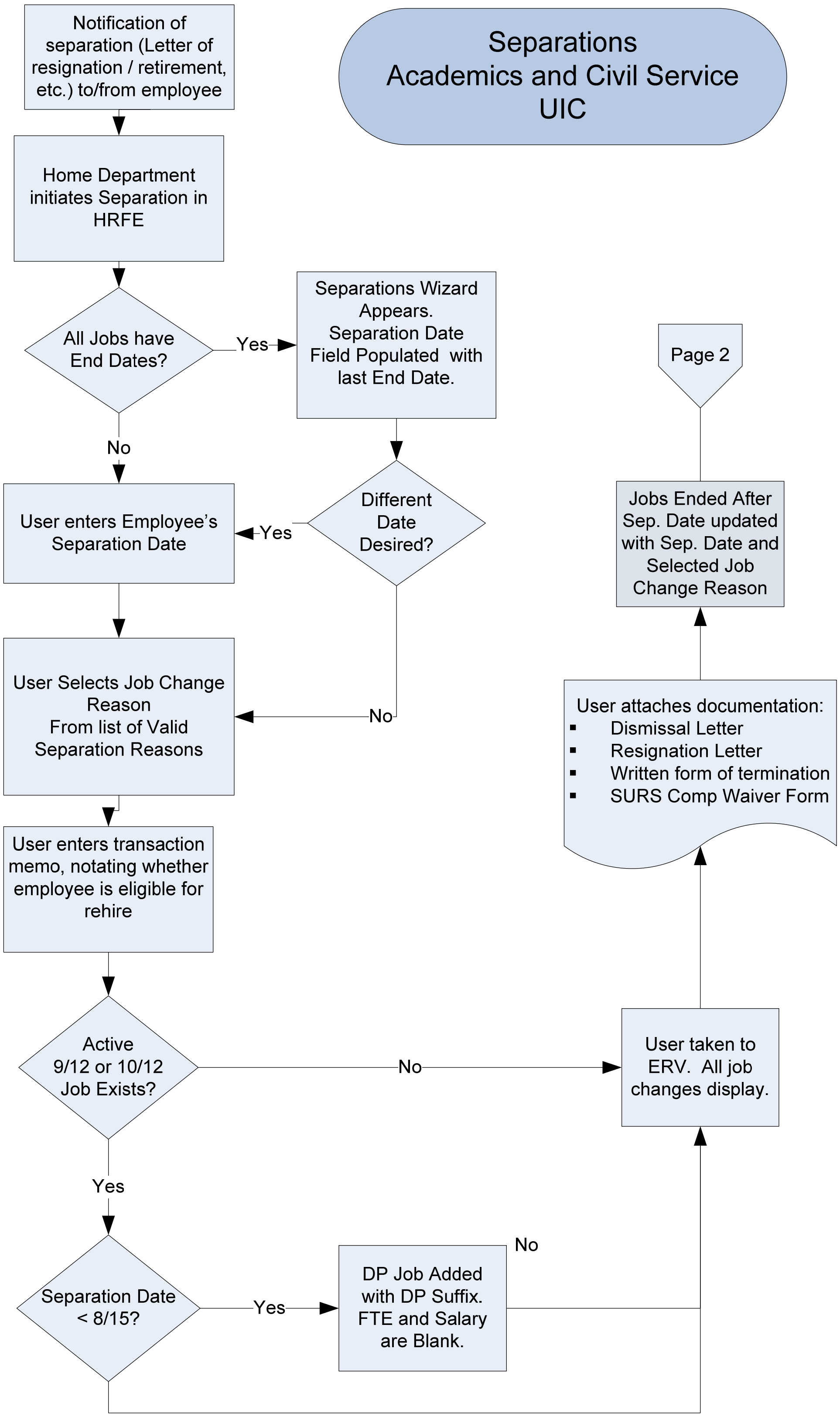
The transaction will be in Central HR's Group Inbox to be applied. Upon their final review, they are able to apply the transaction. Central HR will:

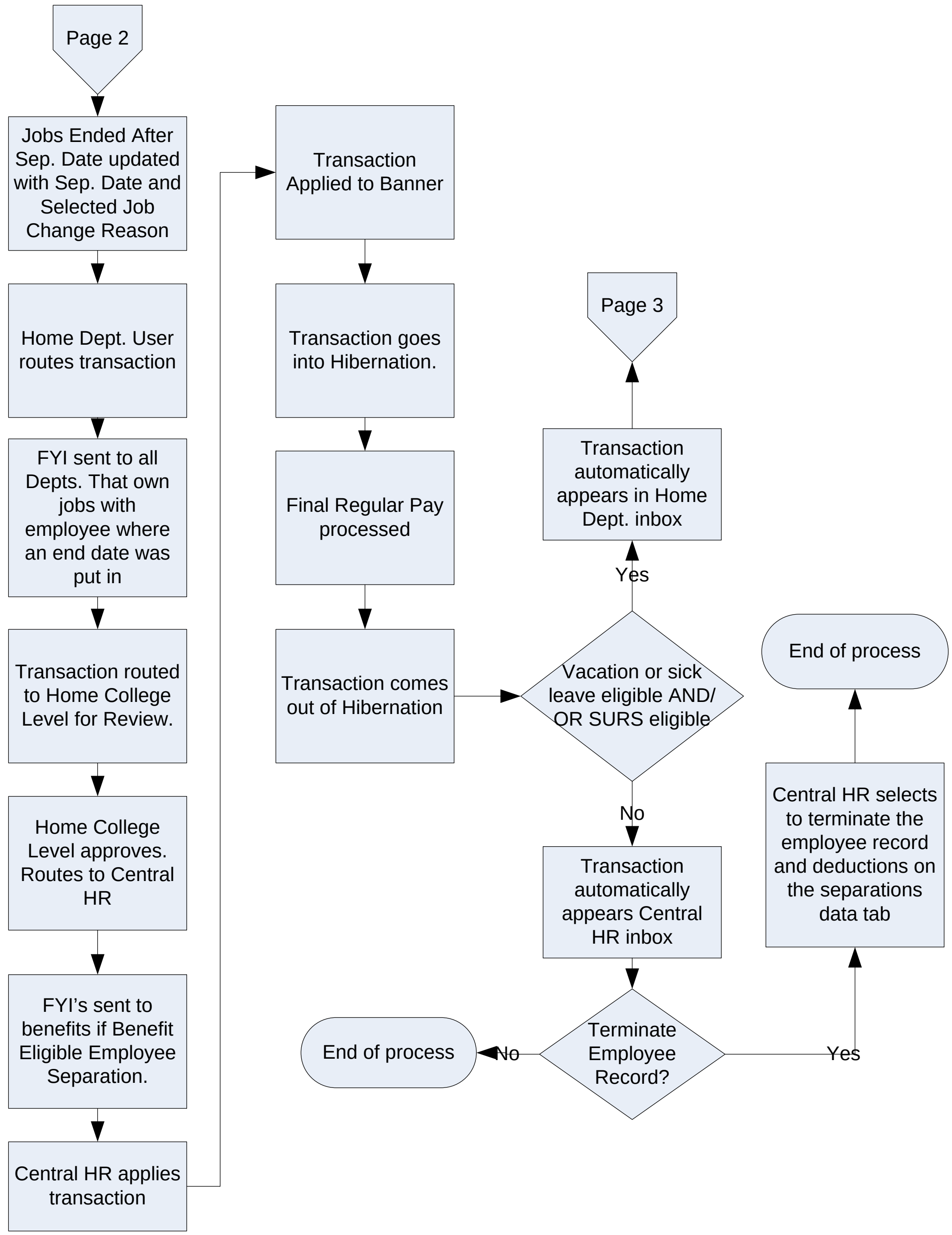
1. Open the transaction from the **Group Inbox**, and click **Take Ownership**.
2. **Review** and the transaction
3. Once the user has reviewed and/or made changes to the transaction, they may click the **Save** button.
4. Click the **Apply** button to perform the initial apply on the transaction.

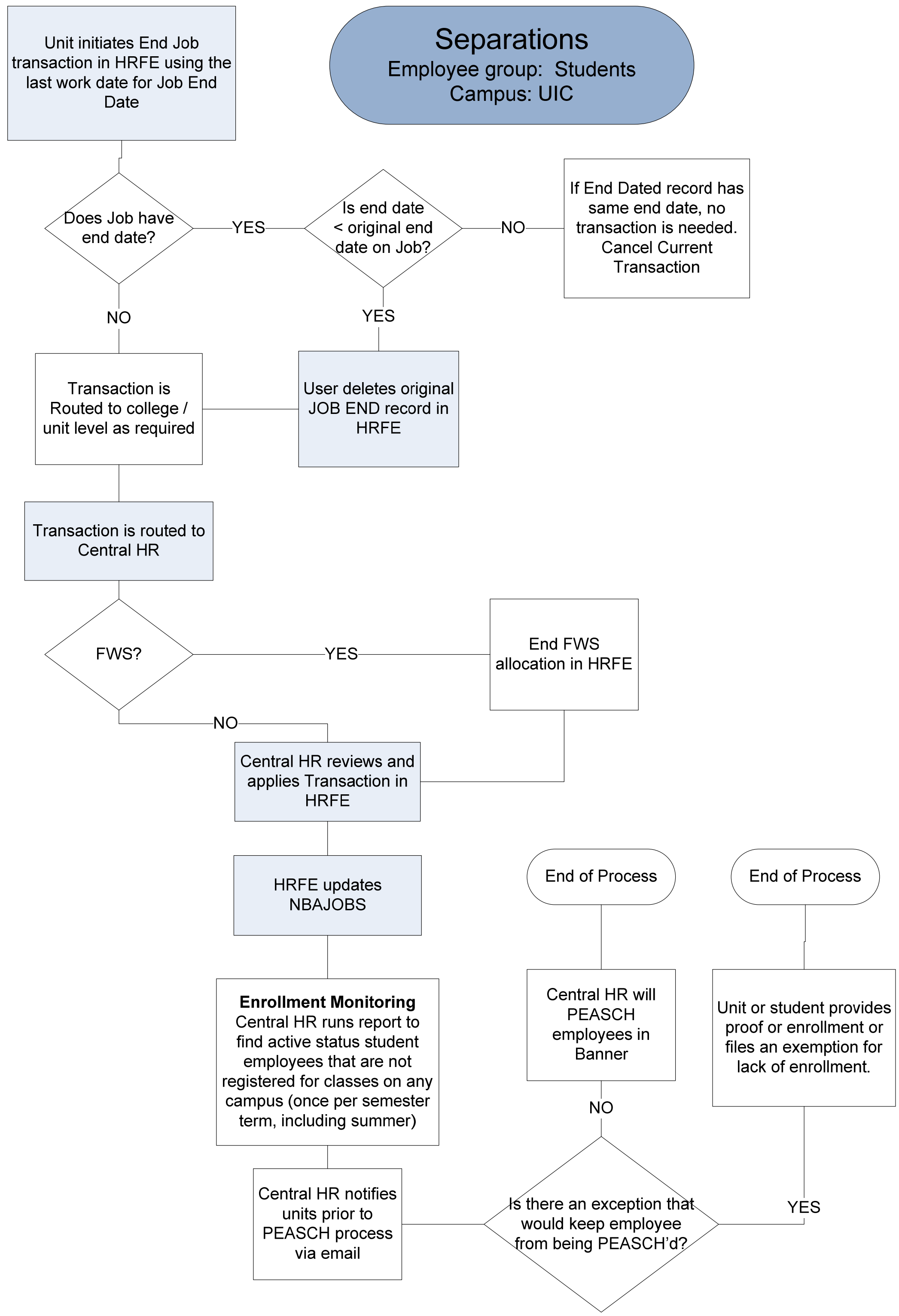
NOTE: The transaction will again hibernate until SURS separation process runs. At which point the transaction is successfully applied and the Employee is separated from the University.

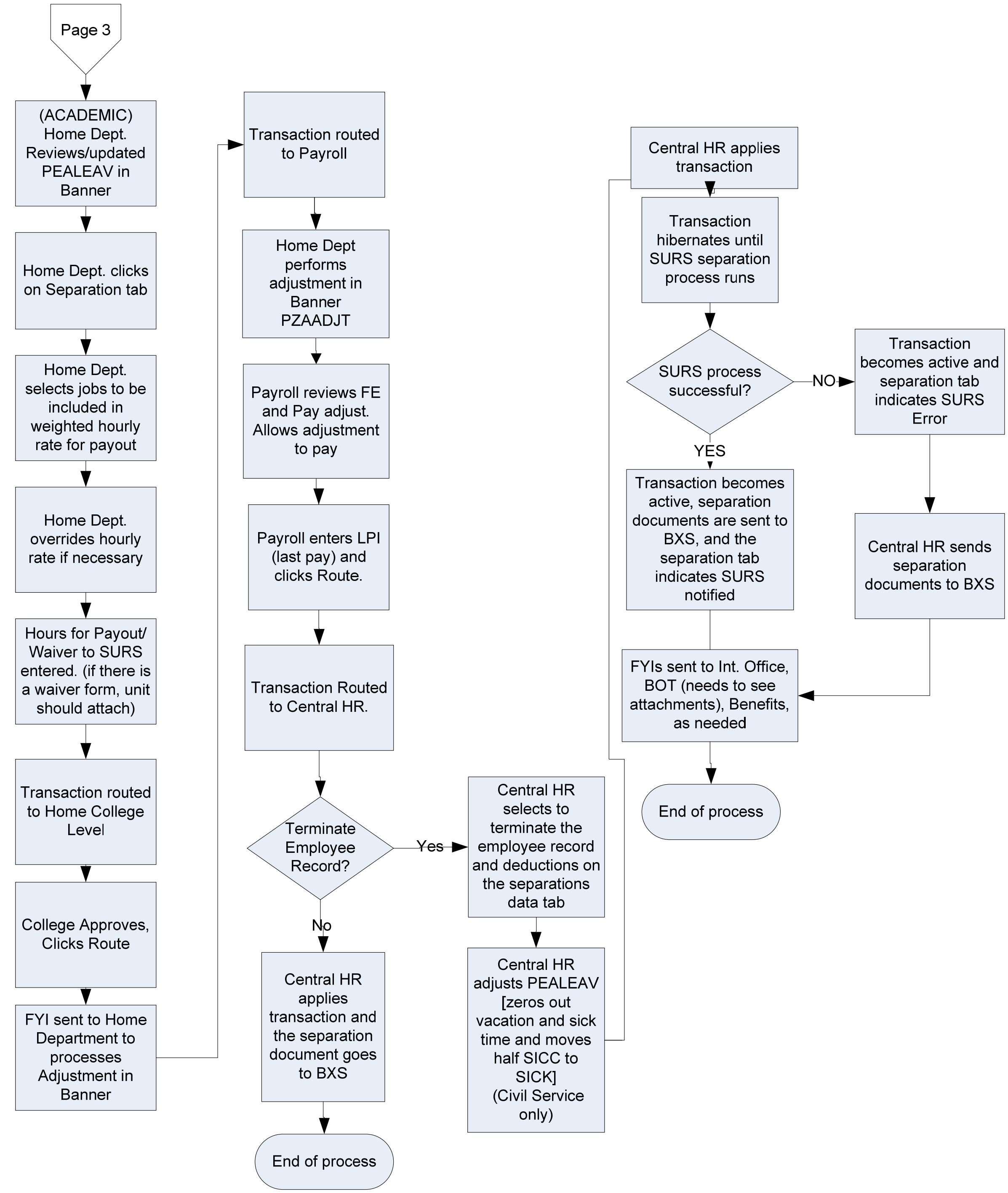
*The screen will refresh indicating that the data has been successfully applied to Banner and the Employee Record View will read **Historical Employee Record View**.*

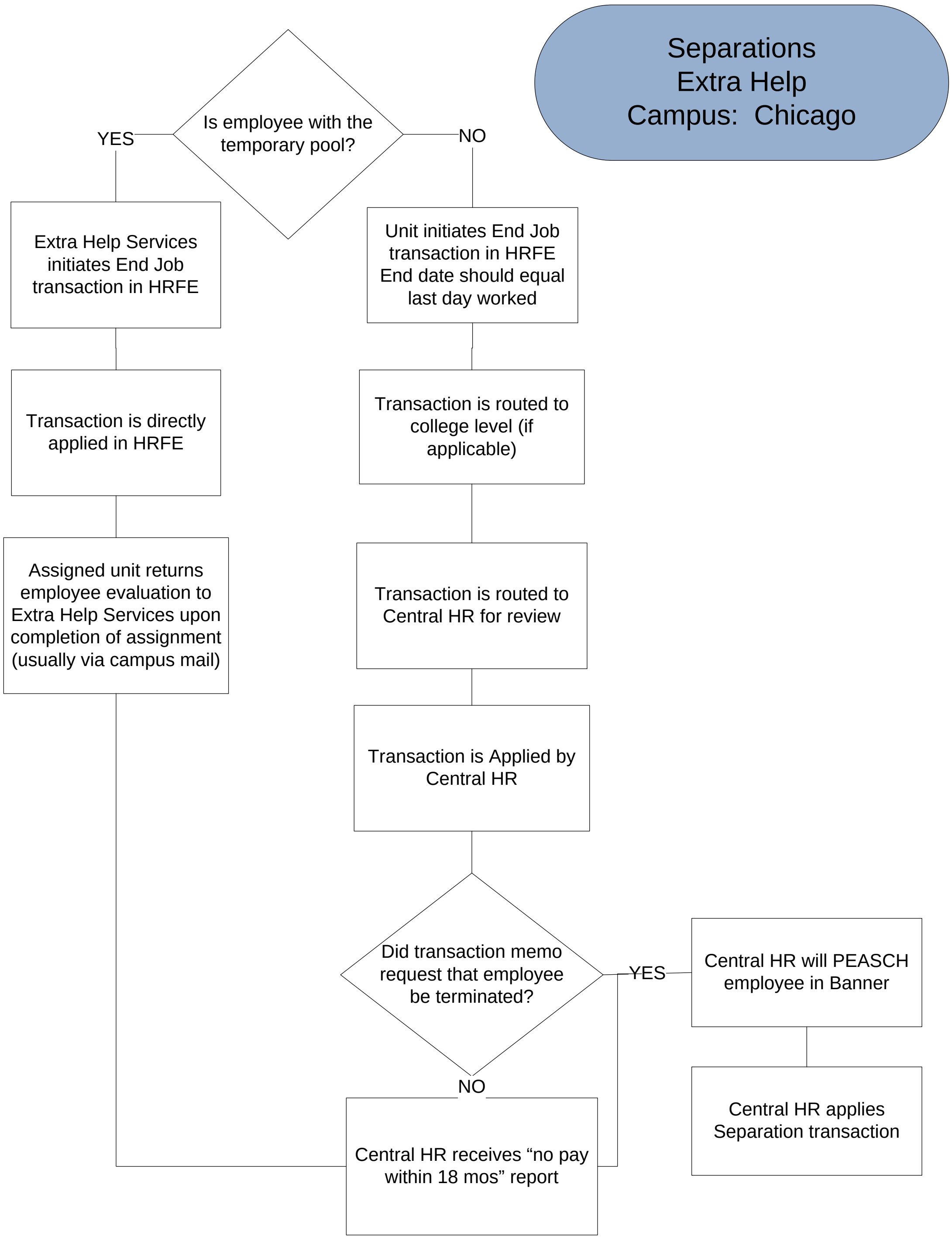
Appendix A – Business Process Flows

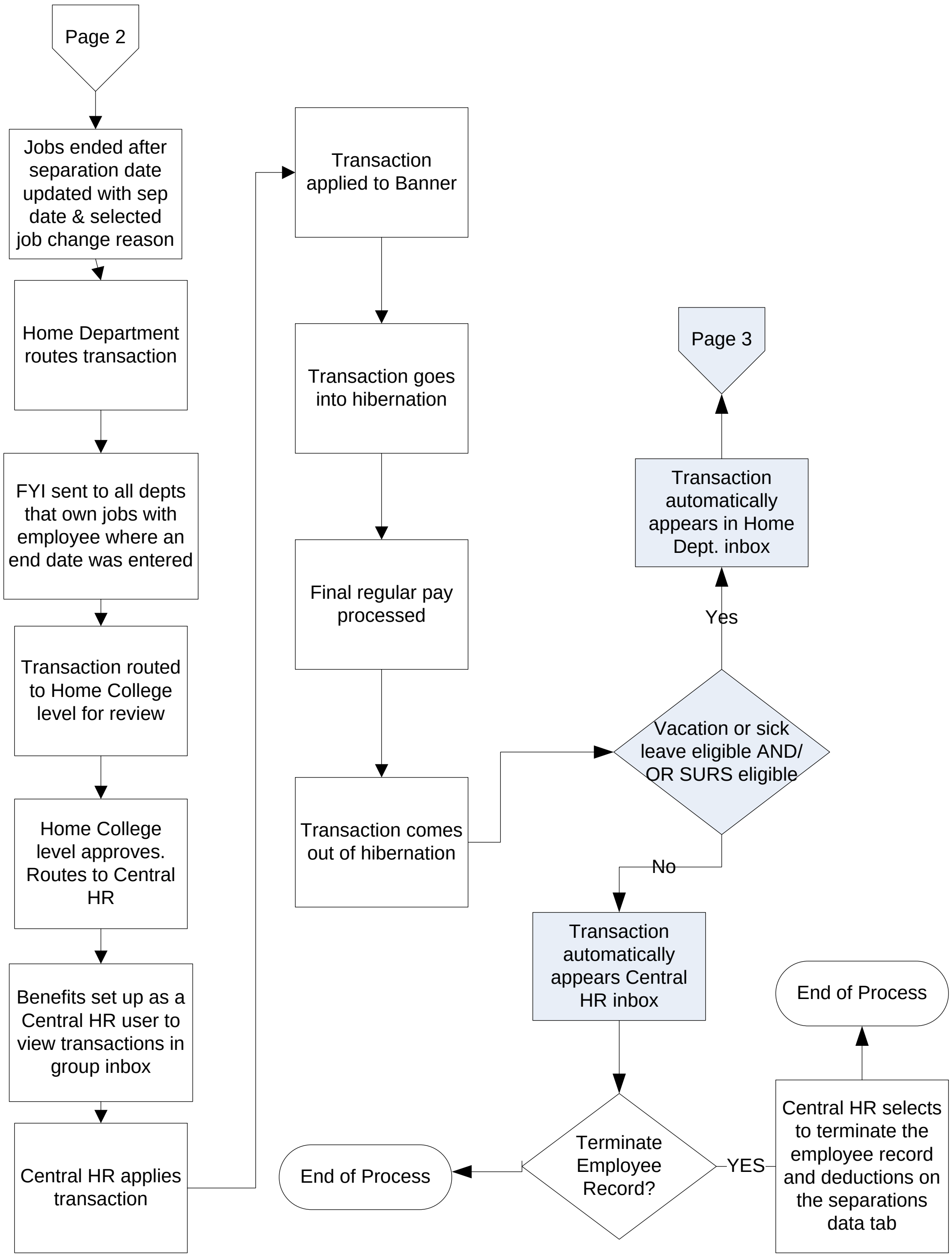

Separations
Academics and Civil Service
UIC
Notification of separation (Letter of resignation / retirement, etc.) to/from employee
Home Department initiates Separation in HRFE
All Jobs have End Dates?
Yes
Separations Wizard Appears. Separation Date Field Populated with last End Date.
No
User enters Employee's Separation Date
Different Date Desired?
Yes
No
User Selects Job Change Reason From list of Valid Separation Reasons
User enters transaction memo, notating whether employee is eligible for rehire
Active 9/12 or 10/12 Job Exists?
No
User taken to ERV. All job changes display.
Yes
Separation Date < 8/15?
Yes
DP Job Added with DP Suffix. FTE and Salary are Blank.
No
User attaches documentation:
Dismissal Letter
Resignation Letter
Written form of termination
SURS Comp Waiver Form
Jobs Ended After Sep. Date updated with Sep. Date and Selected Job Change Reason
Page 2

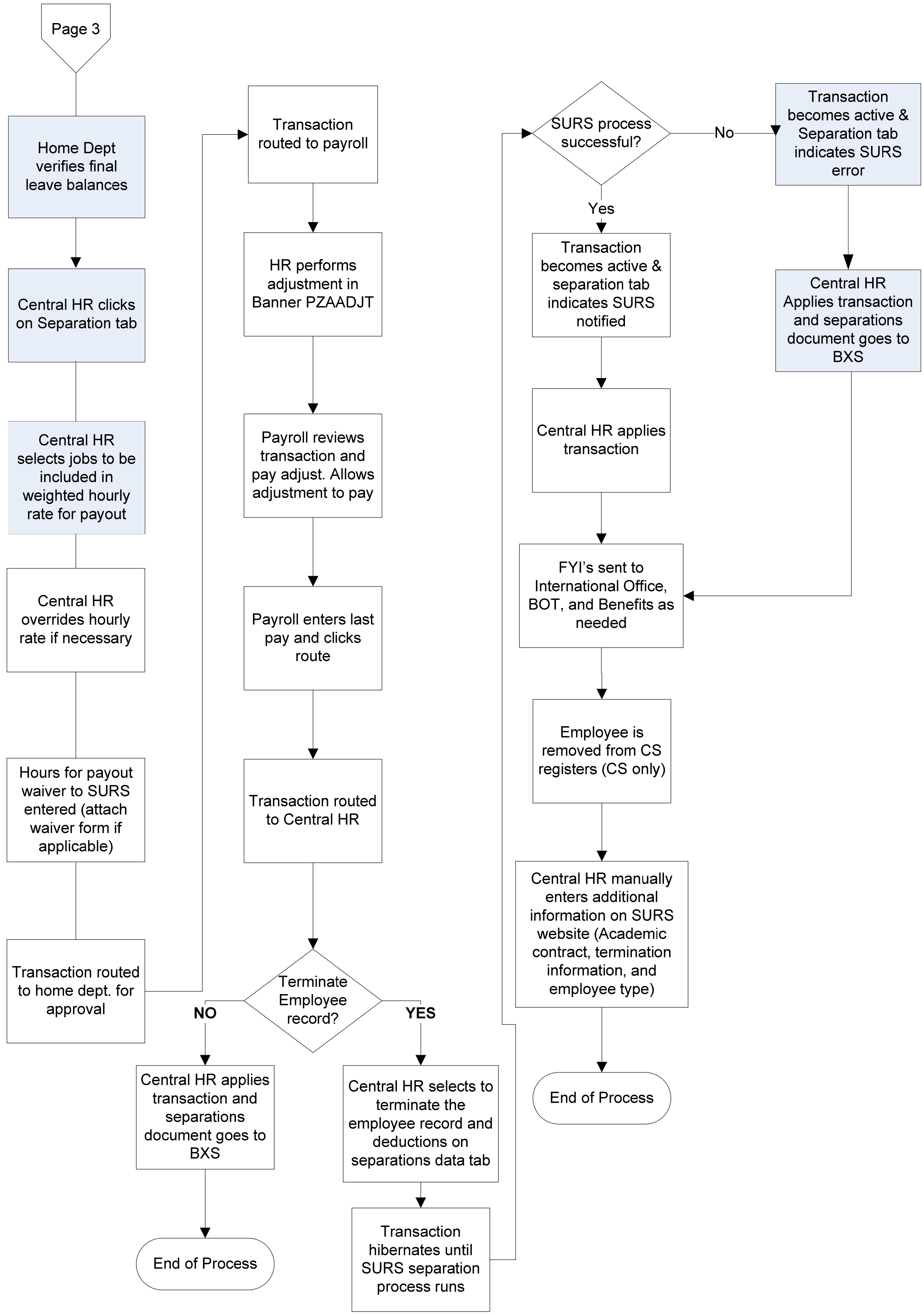

Page 2
Jobs Ended After Sep. Date updated with Sep. Date and Selected Job Change Reason
Home Dept. User routes transaction
FYI sent to all Depts. That own jobs with employee where an end date was put in
Transaction routed to Home College Level for Review.
Home College Level approves. Routes to Central HR
FYI's sent to benefits if Benefit Eligible Employee Separation.
Central HR applies transaction
Transaction Applied to Banner
Transaction goes into Hibernation.
Final Regular Pay processed
Transaction comes out of Hibernation
Vacation or sick leave eligible AND/ OR SURS eligible
Yes
Transaction automatically appears in Home Dept. inbox
Page 3
No
Transaction automatically appears Central HR inbox
Terminate Employee Record?
No
End of process
Yes
Central HR selects to terminate the employee record and deductions on the separations data tab
End of process

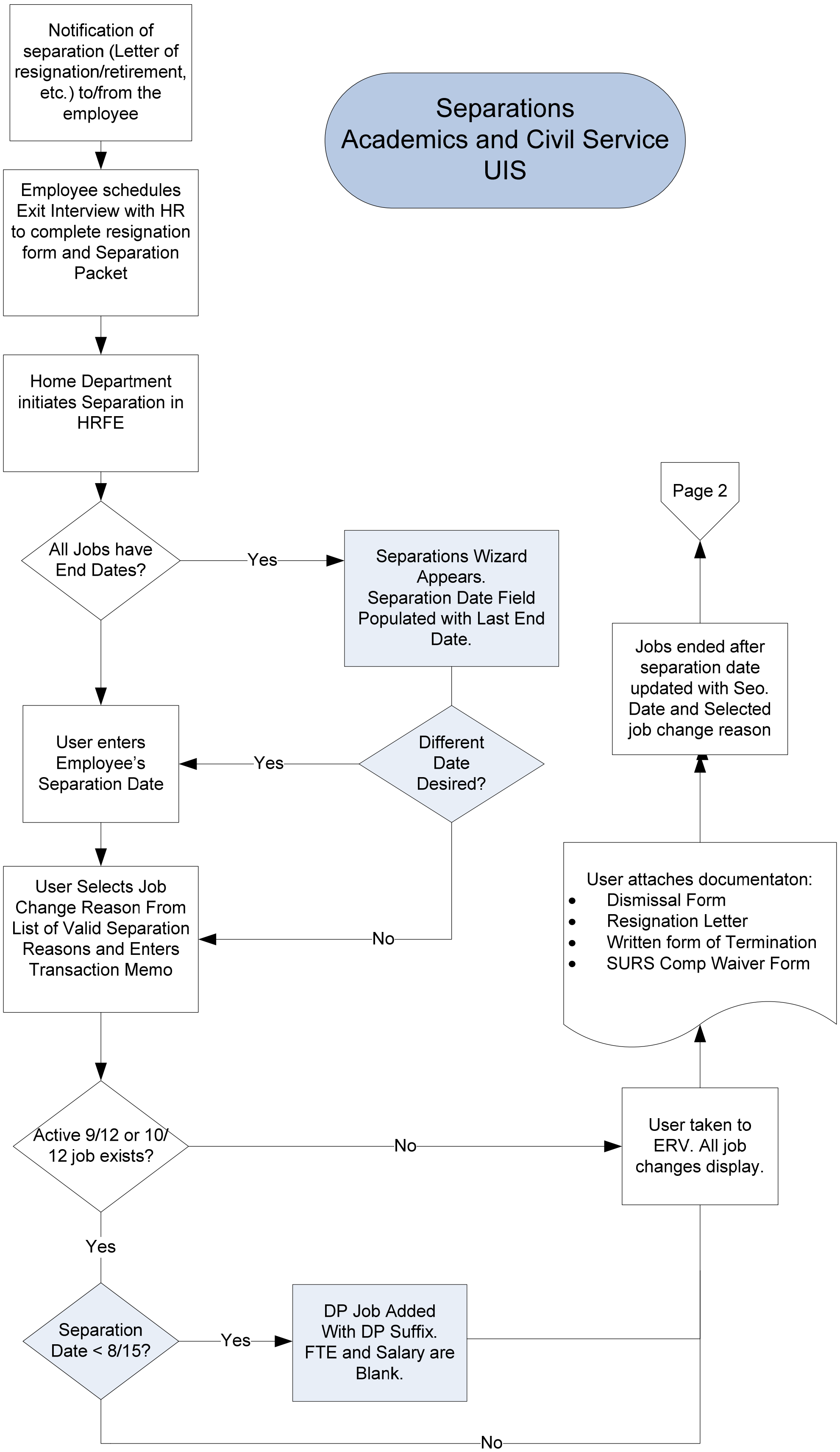

Separations
Employee group: Students
Campus: UIC
Unit initiates End Job transaction in HRFE using the last work date for Job End Date
Does Job have end date?
YES
Is end date < original end date on Job?
NO
If End Dated record has same end date, no transaction is needed. Cancel Current Transaction
NO
YES
Transaction is Routed to college / unit level as required
User deletes original JOB END record in HRFE
Transaction is routed to Central HR
FWS?
YES
End FWS allocation in HRFE
NO
Central HR reviews and applies Transaction in HRFE
HRFE updates NBAJOBS
End of Process
End of Process
Enrollment Monitoring
Central HR runs report to find active status student employees that are not registered for classes on any campus (once per semester term, including summer)
Central HR will PEASCH employees in Banner
Unit or student provides proof or enrollment or files an exemption for lack of enrollment.
NO
Central HR notifies units prior to PEASCH process via email
Is there an exception that would keep employee from being PEASCH'd?
YES


Page 3
(ACADEMIC) Home Dept. Reviews/updated PEALEAV in Banner
Home Dept. clicks on Separation tab
Home Dept. selects jobs to be included in weighted hourly rate for payout
Home Dept. overrides hourly rate if necessary
Hours for Payout/ Waiver to SURS entered. (if there is a waiver form, unit should attach)
Transaction routed to Home College Level
College Approves, Clicks Route
FYI sent to Home Department to processes Adjustment in Banner
Transaction routed to Payroll
Home Dept performs adjustment in Banner PZAADJT
Payroll reviews FE and Pay adjust. Allows adjustment to pay
Payroll enters LPI (last pay) and clicks Route.
Transaction Routed to Central HR.
Terminate Employee Record?
Yes
No
Central HR applies transaction and the separation document goes to BXS
End of process
Central HR selects to terminate the employee record and deductions on the separations data tab
Central HR adjusts PEALEAV [zeros out vacation and sick time and moves half SICC to SICK] (Civil Service only)
Central HR applies transaction
Transaction hibernates until SURS separation process runs
SURS process successful?
NO
YES
Transaction becomes active and separation tab indicates SURS Error
Central HR sends separation documents to BXS
Transaction becomes active, separation documents are sent to BXS, and the separation tab indicates SURS notified
FYIs sent to Int. Office, BOT (needs to see attachments), Benefits, as needed
End of process


Separations
Extra Help
Campus: Chicago
Is employee with the temporary pool?
YES
NO
Extra Help Services initiates End Job transaction in HRFE
Transaction is directly applied in HRFE
Assigned unit returns employee evaluation to Extra Help Services upon completion of assignment (usually via campus mail)
Unit initiates End Job transaction in HRFE End date should equal last day worked
Transaction is routed to college level (if applicable)
Transaction is routed to Central HR for review
Transaction is Applied by Central HR
Did transaction memo request that employee be terminated?
YES
Central HR will PEASCH employee in Banner
Central HR applies Separation transaction
NO
Central HR receives “no pay within 18 mos” report


Page 2
Jobs ended after separation date updated with sep date & selected job change reason
Home Department routes transaction
FYI sent to all depts that own jobs with employee where an end date was entered
Transaction routed to Home College level for review
Home College level approves. Routes to Central HR
Benefits set up as a Central HR user to view transactions in group inbox
Central HR applies transaction
Transaction applied to Banner
Transaction goes into hibernation
Final regular pay processed
Transaction comes out of hibernation
Vacation or sick leave eligible AND/ OR SURS eligible
Yes
Transaction automatically appears in Home Dept. inbox
Page 3
No
Transaction automatically appears Central HR inbox
Terminate Employee Record?
End of Process
YES
Central HR selects to terminate the employee record and deductions on the separations data tab
End of Process


Page 3
Home Dept verifies final leave balances
Central HR clicks on Separation tab
Central HR selects jobs to be included in weighted hourly rate for payout
Central HR overrides hourly rate if necessary
Hours for payout waiver to SURS entered (attach waiver form if applicable)
Transaction routed to home dept. for approval
Transaction routed to payroll
HR performs adjustment in Banner PZAADJT
Payroll reviews transaction and pay adjust. Allows adjustment to pay
Payroll enters last pay and clicks route
Transaction routed to Central HR
Terminate Employee record?
NO
YES
Central HR applies transaction and separations document goes to BXS
End of Process
Central HR selects to terminate the employee record and deductions on separations data tab
Transaction hibernates until SURS separation process runs
SURS process successful?
No
Yes
Transaction becomes active & Separation tab indicates SURS error
Central HR Applies transaction and separations document goes to BXS
Transaction becomes active & separation tab indicates SURS notified
Central HR applies transaction
FYI's sent to International Office, BOT, and Benefits as needed
Employee is removed from CS registers (CS only)
Central HR manually enters additional information on SURS website (Academic contract, termination information, and employee type)
End of Process


Notification of separation (Letter of resignation/retirement, etc.) to/from the employee
Separations
Academics and Civil Service
UIS
Employee schedules Exit Interview with HR to complete resignation form and Separation Packet
Home Department initiates Separation in HRFE
Page 2
All Jobs have End Dates?
Yes
Separations Wizard Appears.
Separation Date Field Populated with Last End Date.
Jobs ended after separation date updated with Seo. Date and Selected job change reason
User enters Employee's Separation Date
Yes
Different Date Desired?
User attaches documentaton:
• Dismissal Form
• Resignation Letter
• Written form of Termination
• SURS Comp Waiver Form
User Selects Job Change Reason From List of Valid Separation Reasons and Enters Transaction Memo
No
Active 9/12 or 10/12 job exists?
No
User taken to ERV. All job changes display.
Yes
Separation Date < 8/15?
Yes
DP Job Added With DP Suffix. FTE and Salary are Blank.
No

Separations
Extra Help
Campus: Springfield

Unit initiates End Job transaction in HRFE
End date should equal last day worked

↓

Unit may attach separations form to the transaction. Not required.

↓

Transaction is routed to college level (if applicable)

↓

Transaction is routed to Central HR for review

↓

Transaction is Applied by Central HR

↓

Central HR receives report each pay period – Terminated employees with no active jobs

Not a formal process at UIS. When Central HR knows person has truly left university, they PEASCH. They are currently talking about receiving a report to show active employee with no active job. Not paid for 18 mos.

↓

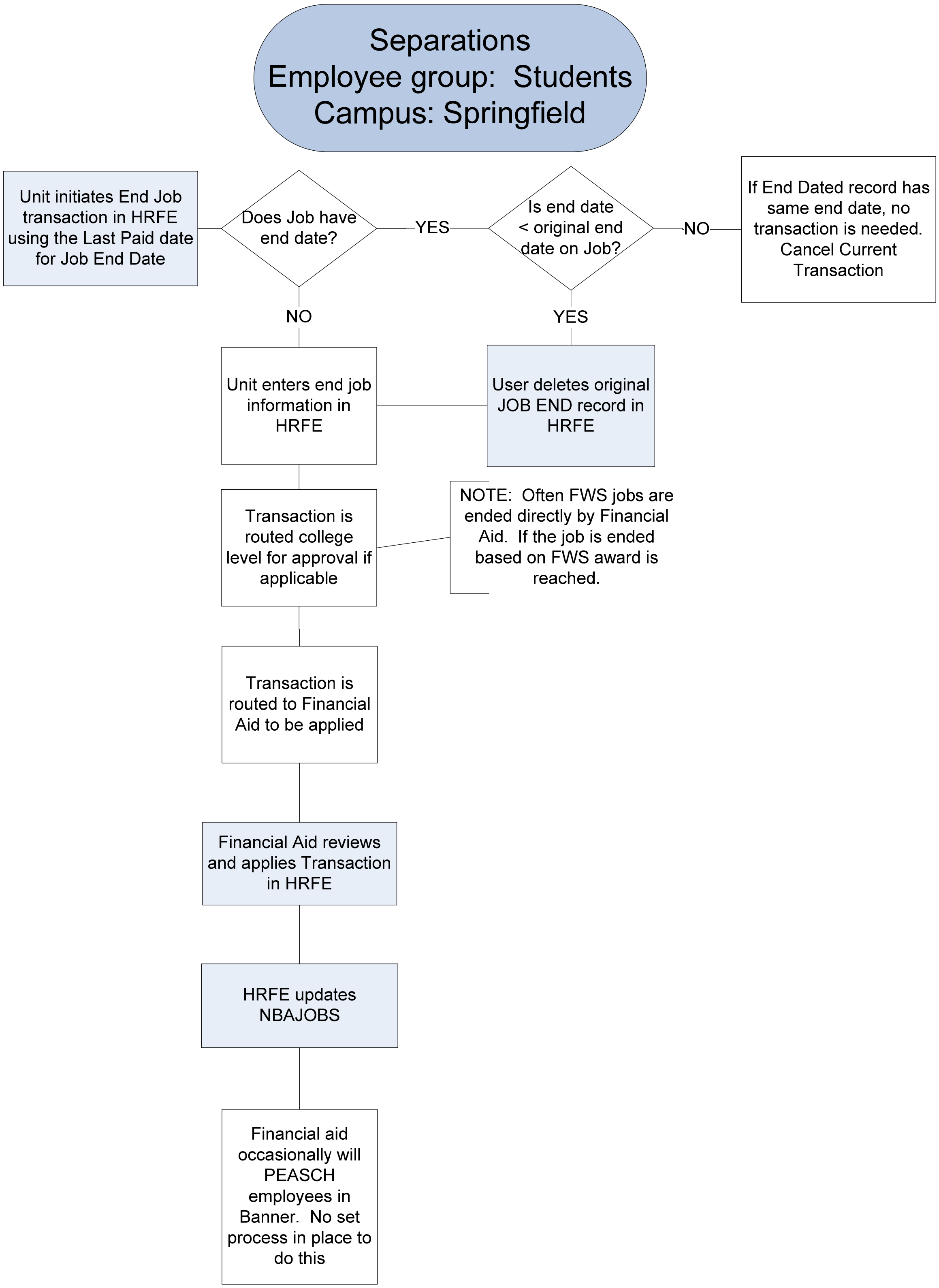
Central HR PEASCH's employee in Banner

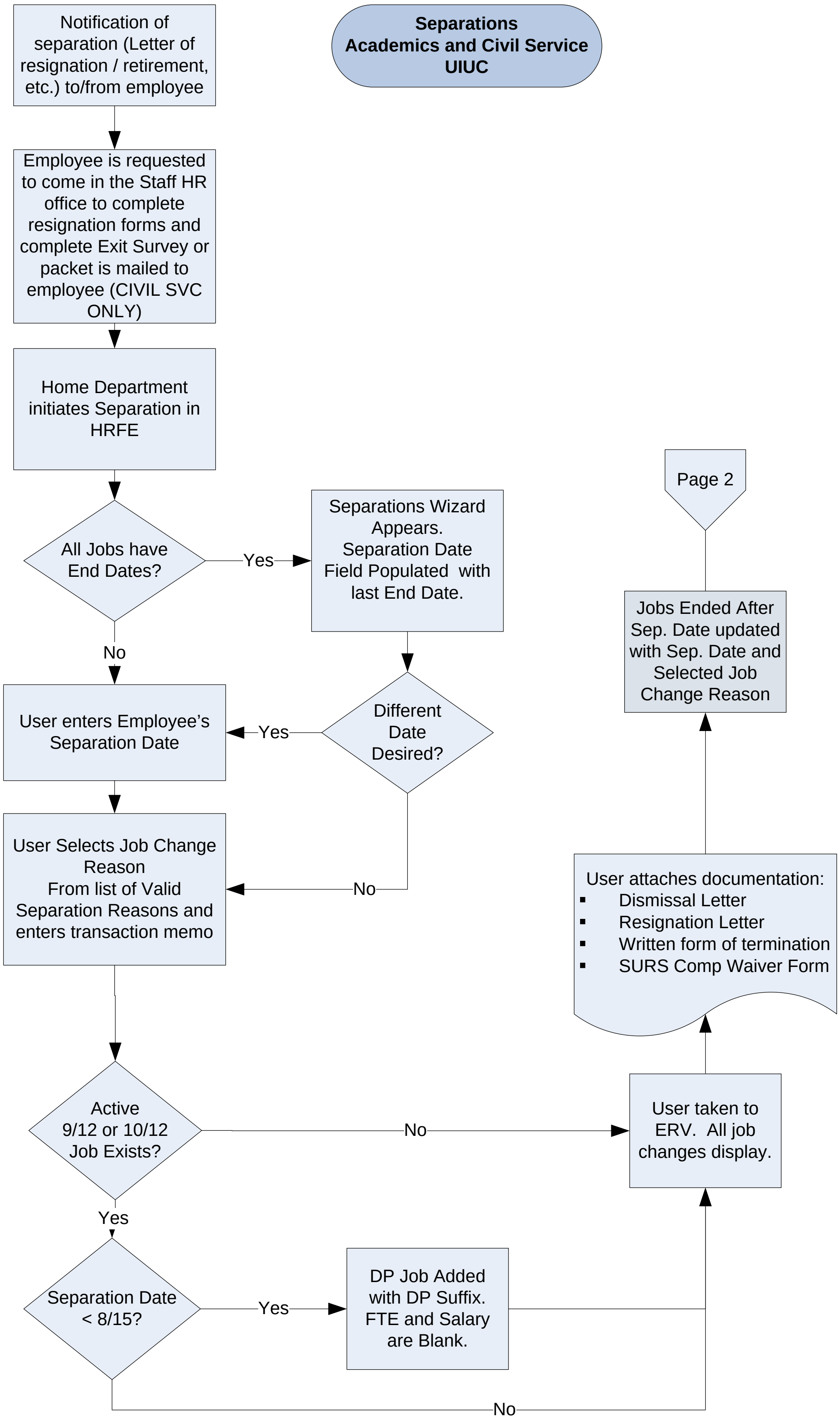
Under certain circumstances, employee can be PEASCH'd immediately

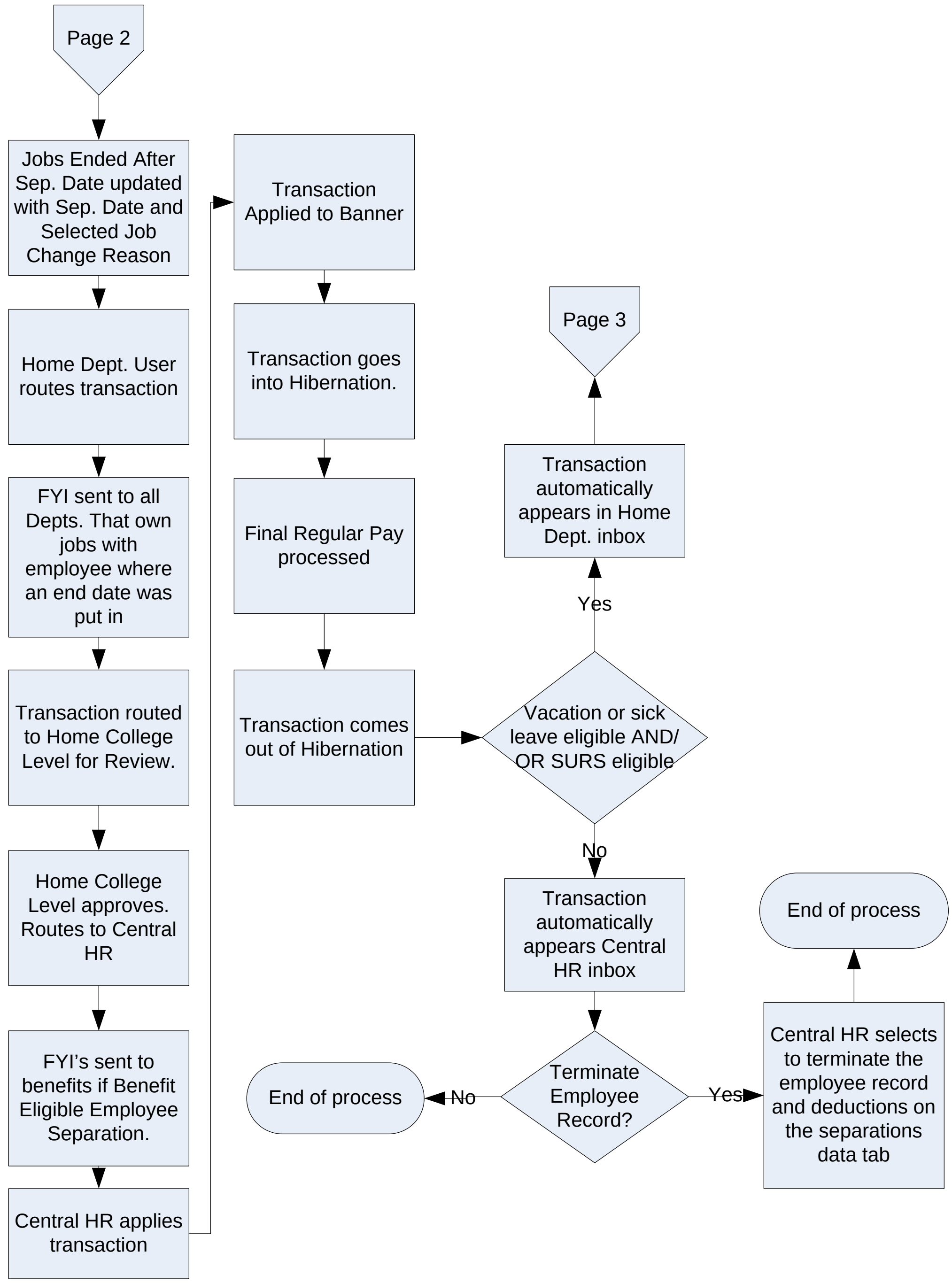
↓

Central HR will occasionally send the unit an employee evaluation to determine reemployment eligibility

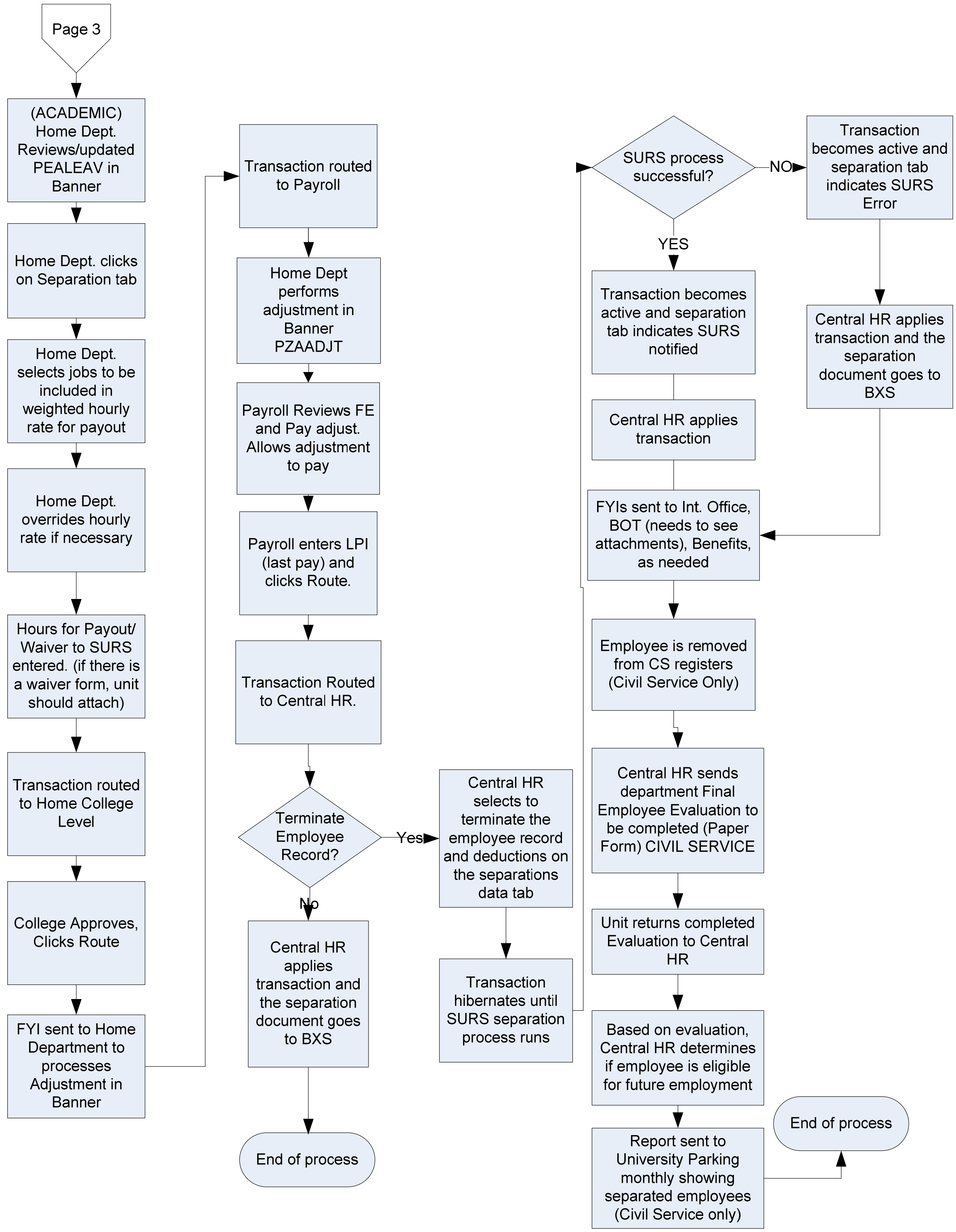
UIS not currently doing this, but is considering it

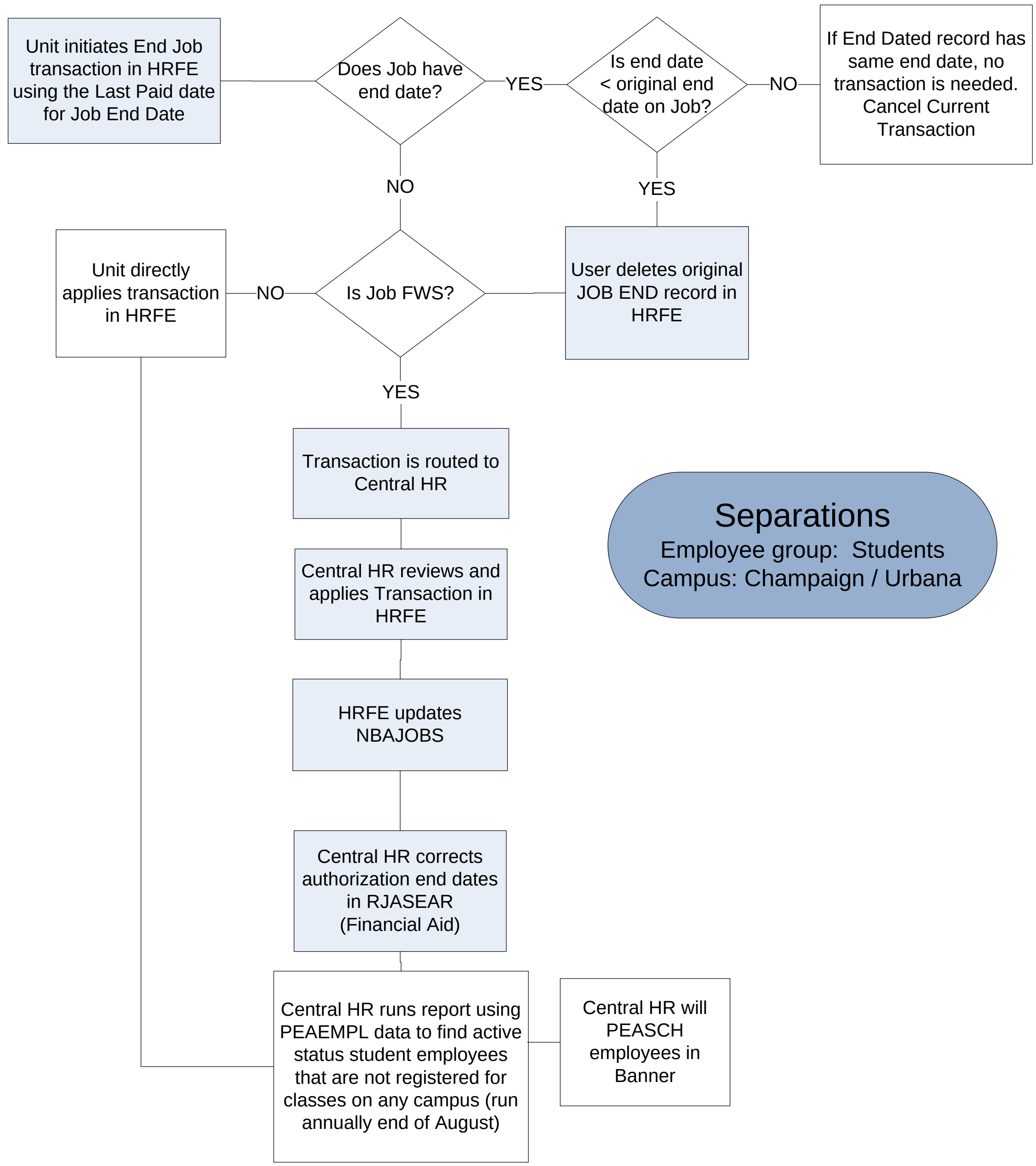

Separations
Employee group: Students
Campus: Springfield
Unit initiates End Job transaction in HRFE using the Last Paid date for Job End Date
Does Job have end date?
YES
Is end date < original end date on Job?
NO
If End Dated record has same end date, no transaction is needed. Cancel Current Transaction
NO
YES
Unit enters end job information in HRFE
User deletes original JOB END record in HRFE
Transaction is routed college level for approval if applicable
NOTE: Often FWS jobs are ended directly by Financial Aid. If the job is ended based on FWS award is reached.
Transaction is routed to Financial Aid to be applied
Financial Aid reviews and applies Transaction in HRFE
HRFE updates NBAJOBS
Financial aid occasionally will PEASCH employees in Banner. No set process in place to do this

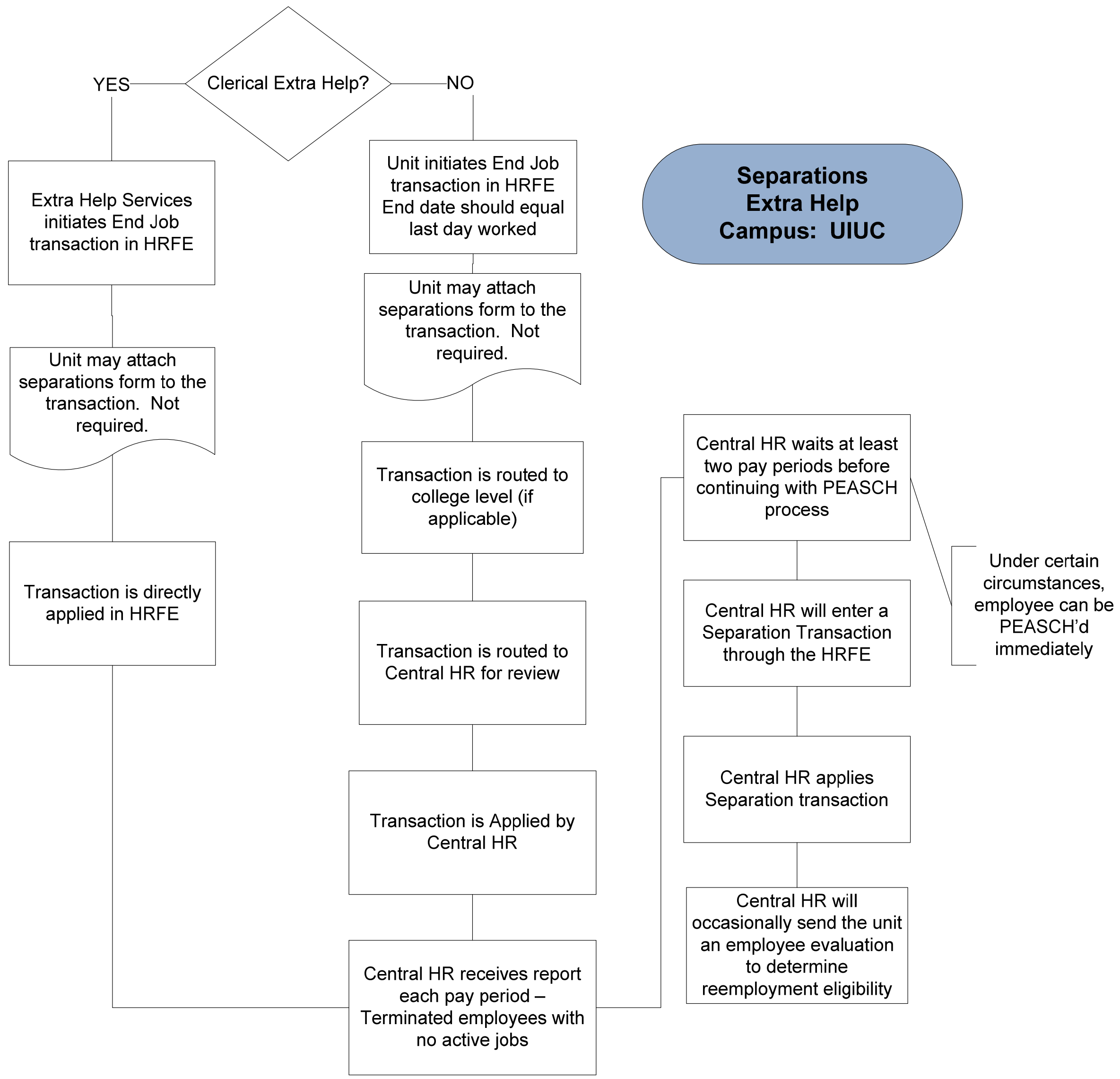

Separations
Academics and Civil Service
UIUC
Notification of separation (Letter of resignation / retirement, etc.) to/from employee
Employee is requested to come in the Staff HR office to complete resignation forms and complete Exit Survey or packet is mailed to employee (CIVIL SVC ONLY)
Home Department initiates Separation in HRFE
All Jobs have End Dates?
Yes
Separations Wizard Appears. Separation Date Field Populated with last End Date.
No
User enters Employee's Separation Date
Different Date Desired?
Yes
No
User Selects Job Change Reason
From list of Valid Separation Reasons and enters transaction memo
Active 9/12 or 10/12 Job Exists?
No
Yes
Separation Date < 8/15?
Yes
DP Job Added with DP Suffix. FTE and Salary are Blank.
No
User taken to ERV. All job changes display.
User attaches documentation:
Dismissal Letter
Resignation Letter
Written form of termination
SURS Comp Waiver Form
Jobs Ended After Sep. Date updated with Sep. Date and Selected Job Change Reason
Page 2



Page 2
Jobs Ended After Sep. Date updated with Sep. Date and Selected Job Change Reason
Home Dept. User routes transaction
FYI sent to all Depts. That own jobs with employee where an end date was put in
Transaction routed to Home College Level for Review.
Home College Level approves. Routes to Central HR
FYI's sent to benefits if Benefit Eligible Employee Separation.
Central HR applies transaction
Transaction Applied to Banner
Transaction goes into Hibernation.
Final Regular Pay processed
Transaction comes out of Hibernation
Vacation or sick leave eligible AND/ OR SURS eligible
Yes
Transaction automatically appears in Home Dept. inbox
Page 3
No
Transaction automatically appears Central HR inbox
Terminate Employee Record?
No
End of process
Yes
Central HR selects to terminate the employee record and deductions on the separations data tab
End of process


Page 3
(ACADEMIC) Home Dept. Reviews/updated PEALEAV in Banner
Home Dept. clicks on Separation tab
Home Dept. selects jobs to be included in weighted hourly rate for payout
Home Dept. overrides hourly rate if necessary
Hours for Payout/ Waiver to SURS entered. (if there is a waiver form, unit should attach)
Transaction routed to Home College Level
College Approves, Clicks Route
FYI sent to Home Department to processes Adjustment in Banner
Transaction routed to Payroll
Home Dept performs adjustment in Banner PZAADJT
Payroll Reviews FE and Pay adjust. Allows adjustment to pay
Payroll enters LPI (last pay) and clicks Route.
Transaction Routed to Central HR.
Terminate Employee Record?
Yes
No
Central HR applies transaction and the separation document goes to BXS
End of process
Central HR selects to terminate the employee record and deductions on the separations data tab
Transaction hibernates until SURS separation process runs
SURS process successful?
NO
YES
Transaction becomes active and separation tab indicates SURS Error
Central HR applies transaction and the separation document goes to BXS
Transaction becomes active and separation tab indicates SURS notified
Central HR applies transaction
FYIs sent to Int. Office, BOT (needs to see attachments), Benefits, as needed
Employee is removed from CS registers (Civil Service Only)
Central HR sends department Final Employee Evaluation to be completed (Paper Form) CIVIL SERVICE
Unit returns completed Evaluation to Central HR
Based on evaluation, Central HR determines if employee is eligible for future employment
Report sent to University Parking monthly showing separated employees (Civil Service only)
End of process


Unit initiates End Job transaction in HRFE using the Last Paid date for Job End Date
Does Job have end date?
YES
Is end date < original end date on Job?
NO
If End Dated record has same end date, no transaction is needed. Cancel Current Transaction
NO
YES
Unit directly applies transaction in HRFE
NO
Is Job FWS?
User deletes original JOB END record in HRFE
YES
Transaction is routed to Central HR
Separations
Employee group: Students
Campus: Champaign / Urbana
Central HR reviews and applies Transaction in HRFE
HRFE updates NBAJOBS
Central HR corrects authorization end dates in RJASEAR (Financial Aid)
Central HR runs report using PEAEMPL data to find active status student employees that are not registered for classes on any campus (run annually end of August)
Central HR will PEASCH employees in Banner


Separations
Extra Help
Campus: UIUC
Clerical Extra Help?
YES
NO
Extra Help Services initiates End Job transaction in HRFE
Unit may attach separations form to the transaction. Not required.
Transaction is directly applied in HRFE
Unit initiates End Job transaction in HRFE End date should equal last day worked
Unit may attach separations form to the transaction. Not required.
Transaction is routed to college level (if applicable)
Transaction is routed to Central HR for review
Transaction is Applied by Central HR
Central HR receives report each pay period – Terminated employees with no active jobs
Central HR waits at least two pay periods before continuing with PEASCH process
Under certain circumstances, employee can be PEASCH'd immediately
Central HR will enter a Separation Transaction through the HRFE
Central HR applies Separation transaction
Central HR will occasionally send the unit an employee evaluation to determine reemployment eligibility

Appendix B - Separation Job Change Reason Codes

Reason Code	Definition
EJ001 – *End Job*	Job requiring an end date (used on the terminated status record)
EJ002 – *Employee Resignation*	Employee resigns/separates from the University
EJ003 – *Employer Termination*	Visa issue, job abandonment, int'l over allowed FTE, falsifying information, extra help problem employee (UIUC); job entered in error (UIUC)
EJ006 – *Job Terminated*	Ending non-status job (HA, SA, EH, UA e-classes).
NR002 – *Ending Notice of Non-Reappointment*	Ending notice and reappointing
NR006 – *Trunc Job w/o Notice of Non-Reappointment*	**UIC ONLY**- Contract (for employees entitled to formal notice of rights) truncated due to unexpected loss of funding.
SP001 – *Deceased*	Death of employee.
SP003 - *Retired*	Employee is retiring from the University

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