

## Job Assignment Termination (JC\_TRM)

JC\_TRM is to terminate the employee's job assignment. You *must terminate* employee's jobs when they leave the department or leave the University. WH (Wage Hourly) jobs must be terminated even if they are just leaving for a few months. You can re-hire them when they return.

**Note:** if you miss a payroll deadline for a benefited employee, you will need to email [hrbanner@usu.edu](mailto:hrbanner@usu.edu) and let HR know they need to end the job. If you miss the payroll deadline for an hourly non-benefited employee, you need to end the job on the first day of the following pay period.

Next Block icon

Enter search box. Click on "list of employee's jobs". Double click the position and suffix that you want to end.

Transaction: [Default Earnings] [Job Labor Distribution] [Routing] [Other Information and Comments]

Applied Status	Field Name	Current Value	New Value
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1. Access NOAEPAF screen.
2. Enter in employee ID: employee A#
3. Query Date: the date you want the job to end
4. Approval Category select: JC\_TRM – Job Change Termination
5. Approval Type defaults: JC\_TRM – Assignment Termination Process
6. Position: enter in employee's position number.
7. Suffix: enter in the correct suffix number.
8. Ctrl Pg down. Or Next Block icon. Verify Screen:

Alternate User ID: JODI\_MORGAN

Alternate Password:

Verify

Enter in your password and click on verify.

Fill in the following information in the New Values column: (To navigate use the up/down arrow keys).

Electronic Personnel Action NOAEPAF 7.3.0.1 (RDZDEVL)

Pending Change

Proxy For:

ID: A01185390 Super I Man

Transaction: 71099 Waiting

Approval Category: JC\_TRM Job Change Termination

Approval Type: JC\_TRM Assignment Termination Process

Generate ID:

Query Date: 02-MAY-2008

Last Paid Date:

Position: 997535 HR Specialist SR

Suffix: 00

Transaction | Default Earnings | Job Labor Distribution | **Routing** | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date	10-FEB-2008	02-MAY-2008
P	Job End Date		02-MAY-2008
P	Personnel Date	10-FEB-2008	02-MAY-2008
P	Job Status	A	T
P	Job Change Reason	E1	RH
P	Timesheet Orgn	DPPERS	DPPERS

Approvers Action: None

Queue Status:

For benefited employees, banner will prorate the last pay check based on the termination date you enter. Make sure you don't miss the payroll deadline, or the employee will be overpaid.

For non-benefited employees, the dates available that you can enter time (in PHATIME) will end based on the termination date you enter.

- Job effective date:** All dates in the termination page refer to the last day of the job assignment or when the job is going to end. Enter the date you want the job to “effectively” end
- Job end date:** (Same as date above.)
- Personnel date:** (Same as date above.)
- Job Status:** defaults to T for job termination
- Job Change Reason:** click on the “new value” search box for list of reasons for termination. Double click on reason code to populate the field.
- Timesheet Org:** home department code (Example: DPMATH)
- SAVE** – F10 or use the “save” icon

When finished, do not roll back. Click on the Routing tab.

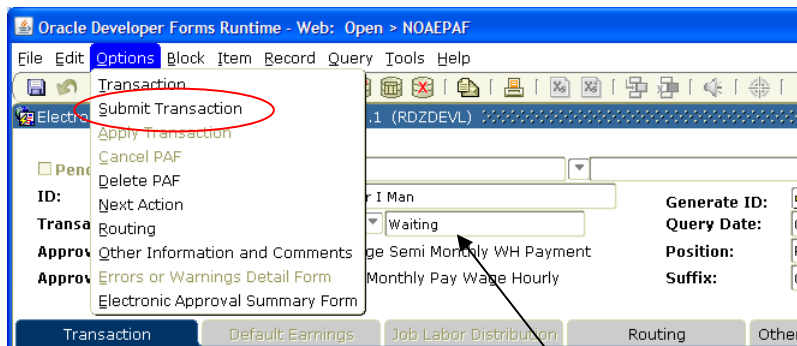
Transaction | Default Earnings | Job Labor Distribution | **Routing** | Other Information and Comments

Originator ID: JODI\_MORGAN Jodi L Morgan

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date



## Select Options – Submit Transaction



The Transaction status will change from “Waiting” to “Pending”. If you get an error message, you will need to view the error message to find out the problem.