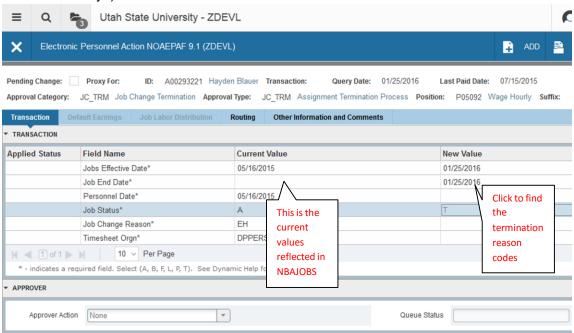# Job Assignment Termination (JC_TRM)

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 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.

Do not forget to leave comments about the leave payout if a benefited (99) employee. The preferred way to pay out leave is through PHATIME.

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. Alt Pg down. Or Next Block icon.

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

For benefited employees, banner will pro- rate 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.

1. **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
2. **Job end date**: (Same as date above.)
3. **Personnel date**: (Same as date above.)
4. **Job Status**: defaults to T for job termination

5. **Job Change Reason**: click on the query button, ⬚ , search box for list of reasons for termination. Choose reason and press select.
6. **Timesheet Org**: home department code (Example: DPMATH)
7. **SAVE** – Save button is on bottom left of screen or F10

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

Transaction	Default Earnings	Job Labor Distribution	Routing	...mation and Comments

▾ ROUTING   ➕ Insert   ➖ Delete   ⎘ Copy | ▼ Filter

Originator ID   A00293221   Hayden Blauer

Level Code *	Level	User ID	Name	Required Action *	Queue Status	Action Date
HHOME	20			Approval	In Queue	
DHOME	25			Approval	In Queue	
HR	80			Approval	In Queue	
APPLY	95			Apply	In Queue	

|◀ ◀ 1 of 1 ▶ ▶| 10 ⌄   Per Page   Record 1 of 4

Fill in the Approvers by typing in their username or select the User ID search box, ⌐...⌐ to conduct a search. HHOME is the Department Head/Director name, DHOME is the Dean/VP name, HR and APPY go to HR_Office. Hint: you can set up the routing to auto populate in the form NTRROUT.

1.   SAVE – Icon is in lower left of screen, or F10

≡ 🔍 📁 4   Utah State University - ZDEVL   👤 A00293221   🔒 Sign Out   ?

✕   Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)   📄 ADD   📄 RETRIEVE   📊 RELATED   ⚙ TOOLS
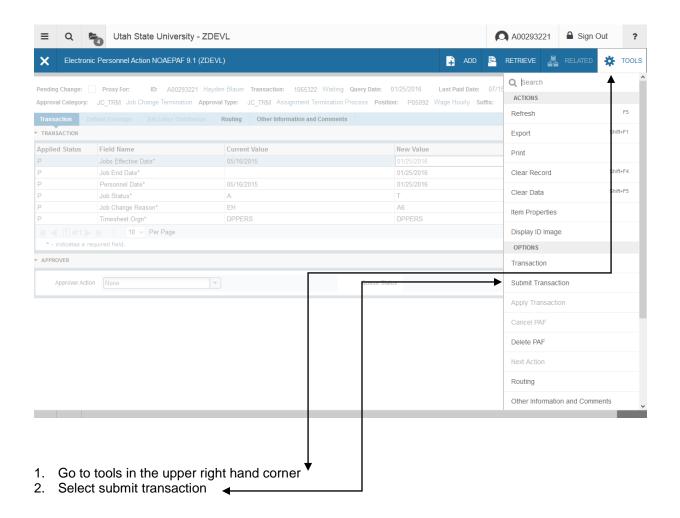
Start Over

Pending Change: ☐ Proxy For: ID: A00293221 Hayden Blauer Transaction: 1065322 Waiting Query Date: 01/25/2016   Last Paid Date: 07/15/2015
Approval Category: JC_TRM Job Change Termination Approval Type: JC_TRM Assignment Termination Process Position: P050... Hourly Suffix: 00

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

▾ OTHER INFORMATION   ➕ Insert   ➖ Delete   📋 Copy | ▼ Filter

Created Date   01/25/2016   Originator ID   A00293221

Submitted Date   Submitter ID

Application Date   Applied to Database
                                                      By

▾ COMMENTS   ➕ Insert   ➖ Delete   📋 Copy | ▼ Filter

Comments

[   ]

|◀ ◀ ① of 1 ▶ ▶| 10 ⌄ Per Page   Record 1 of 1

⏫ ⏬   Activity Date 01/25/2016 04:03:33 PM   Activity User A00293221   SAVE

> Please include as much information as possible in the comments. **Do not** include personal information as this information will be easily accessed in the future. If a Benefited employee, **there must be a comment about how the leave was paid out**.

Click on the Other Information and Comments Tab. Explain what you are doing in the EPAF and include your phone number in case approvers have questions. SAVE (F10)

Electronic Personnel Action NOAEPAF 9.1 (ZDEVL)

ADD · RETRIEVE · RELATED · TOOLS

Pending Change: ☐ Proxy For: ID: A00293221 Hayden Blauer Transaction: 1065322 Waiting Query Date: 01/25/2016 Last Paid Date: 07/15
Approval Category: JC_TRM Job Change Termination Approval Type: JC_TRM Assignment Termination Process Position: P05092 Wage Hourly Suffix:

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

▼ TRANSACTION

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date*	05/16/2015	01/25/2016
P	Job End Date*		01/25/2016
P	Personnel Date*	05/16/2015	01/25/2016
P	Job Status*	A	T
P	Job Change Reason*	EH	A6
P	Timesheet Orgn*	DPPERS	DPPERS

◄ ◄ 1 of 1 ► ► 10 ∨ Per Page
* - indicates a required field.

▼ APPROVER

Approver Action None   Queue Status

Search

ACTIONS

Refresh   F5
Export   Shift+F1
Print
Clear Record   Shift+F4
Clear Data   Shift+F5
Item Properties
Display ID Image

OPTIONS

Transaction
Submit Transaction
Apply Transaction
Cancel PAF
Delete PAF
Next Action
Routing
Other Information and Comments

1. Go to tools in the upper right hand corner
2. Select 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.