Job End Date

HR FRONT END TRAINING HOW-TO GUIDE
**Acknowledgements**

Portions of this manual are based on Ellucian Banner System, Release 9.3.0.1.

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**Course Information**

Course ID:     Job End Date
Revision Date:  October 10, 2020
Version:        1.0

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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 Separation transaction must be created for the employee.
## Conventions Used in this Guide

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Note" /></td>
<td>Indicates a <strong>Note</strong> or additional information that might be helpful to you.</td>
</tr>
<tr>
<td><img src="image" alt="Hint" /></td>
<td>Indicates a <strong>Hint</strong> such as a tip, shortcut, or additional way to do something.</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td>Indicates a <strong>Warning</strong> of an action that you should not perform or that might cause problems in the application.</td>
</tr>
</tbody>
</table>
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.

   ![Employee Search Screen](image)

   **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.

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.

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 in 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.
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.
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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Appendix A: Screenshots of HRFE Video

Welcome to the:

Job End Date course
This course will help to equip you when working with Job End Date transactions in the HR Front End Application.

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<th>CHAPTER</th>
<th>YOU WILL LEARN ABOUT</th>
</tr>
</thead>
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<td>• What a Job End Date transaction is</td>
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<td>• Job End Date Quick View</td>
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<td>2 – Initiating a Job End Date Transaction for a Job without a Current Job End Date</td>
<td>• How to enter the appropriate date</td>
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<td></td>
<td>• How to initiate a Job End Date transaction</td>
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<td>• How to select a Job Change Reason</td>
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<td>• How to Enter a Comment</td>
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<td>• How to Route</td>
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<tr>
<td>3 – Initiating a Job End Date Transaction for a Job with a Current Job End Date</td>
<td>• How to enter the appropriate view date</td>
</tr>
<tr>
<td></td>
<td>• How to initiate a Job End Date transaction</td>
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<td>4 – Ending All of an Employee’s Jobs</td>
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<td></td>
<td>• how to answer the question</td>
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<td>5 – Ending 9/12 or 10/12 Jobs</td>
<td>• The Deferred Pay Job</td>
</tr>
<tr>
<td></td>
<td>• how to edit the Deferred Pay Job</td>
</tr>
<tr>
<td>6 – Course Review</td>
<td>• You will participate in activities that will assess your understanding of the content covered in this course</td>
</tr>
</tbody>
</table>

Click the Next button to continue.
Appropriate Use and Security of Confidential and Sensitive Information

Users are responsible for any activity that occurs during their logon. The HR Front End Application allows users to access confidential and sensitive information. Guidelines have been created to help users manage their responsibility.

- Do NOT share passwords or store them in an unsecured manner
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- 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.

Click the Next button to continue.
Chapter 1

Common Terminology

In this Chapter, you will learn:

- Common Terminology
- What a Job End Date transaction is
- Job End Date Quick View
<table>
<thead>
<tr>
<th>BUTTON</th>
<th>FUNCTIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>The Apply feature completes the transaction and applies the data to Banner. The User must have Apply permissions for this button to be active.</td>
</tr>
<tr>
<td>Close</td>
<td>The Close button enables the user to exit the transaction.</td>
</tr>
<tr>
<td>Continue</td>
<td>The Continue button is used to proceed through the screens of a Wizard.</td>
</tr>
<tr>
<td>Delete Transaction</td>
<td>The Delete Transaction button is used to delete a transaction from the system.</td>
</tr>
<tr>
<td>Print Friendly View</td>
<td>The Print Friendly View button opens a separate window that will align the data from the current screen in a format that can be easily printed.</td>
</tr>
<tr>
<td>Route</td>
<td>The Route feature sends the transaction on to the next stop in the predetermined routing for the transaction.</td>
</tr>
<tr>
<td>Save</td>
<td>The Save button is used to save the transaction to be worked on at a time in the future. Saved transactions can be accessed in the User’s inbox (My Inbox).</td>
</tr>
<tr>
<td>Send To</td>
<td>The Send To feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.</td>
</tr>
</tbody>
</table>

Click the Next button to continue.
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.

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.
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.
Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What a Job End Date transaction is
- Job End Date Quick View
Chapter 2

Initiating a Job End Date Transaction for a Job without a Current Job End Date

In this Chapter, you will learn:

- How to enter the appropriate view date
- How to initiate a Job End Date transaction
- How to select a Job Change Reason
- How to Enter a Comment
- How to Save
- How to Route
To begin a Job End Date Transaction, you must first open the employee’s record. Once you have selected a UIN that you have permissions to, you will be taken to the Employee Record View.

If the job does not currently have an End Date and you wish to add an end date, enter that date in the Date field. For example, enter 1/31/2010 in the Date field and click View.

Notice that the job you are ending does not have a current Job End Date.
You are now viewing this person as of 1/31/2010.

To initiate the transaction click **Job End Date** from the Transactions Menu.
Under the Jobs tab, click the accordion bar of the job you wish to end.

The Employee Record View will refresh and the transaction can now be completed.
The Job End Date field is now editable. You also must select a Job Change Reason and enter a comment.

Enter the Job End Date of 1/31/2010.
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. They cannot be modified or deleted.

Enter Job ending as of 1/31/2010 into the Comments field. Then click Add.
Click the Save button.

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. The Personnel Date will still reflect the date entered before the Last Paid Date.
You will now see the Job End Date component in the Proposed Changes accordion. If you have multiple components, click the View link to view the change.

Click the Route button.
Once the transaction has been routed you will get a success routing message.

Click the Next button to continue.
Chapter 2 Review

In this Chapter, you have learned:

- How to enter the appropriate view date for a job without a current Job End Date.
- How to initiate a Job End Date transaction
- How to select a Job Change Reason
- How to Enter a Comment
- How to Save
- How to Route
Chapter 3

Initiating a Job End Date Transaction for a Job with a Current Job End Date

In this Chapter, you will learn:

- How to enter the appropriate view date
- How to initiate a Job End Date transaction
- How to select a Job Change Reason
- How to Enter a Comment
- How to Save
- How to Route
Because the Job has a current Job End Date, you must type that date 5/15/2010 in the view date field and click the View button.

To begin a Job End Date Transaction, you must first open the employee’s record. Once you have selected a UIN that you have permissions to, you will be taken to the Employee Record View.

Notice that the job you are ending has a current Job End Date of 5/15/2010.
You are now viewing this person as of 5/15/2010.

To initiate the transaction click Job End Date from the Transactions menu.
Under the Jobs tab, click the accordion bar of the job you wish to end.

The Employee Record View will refresh and the transaction can now be completed.
Enter the new Job End Date of 1/31/2010.

The Job End Date field is now editable. The Job End Date can be changed to an earlier date.

Click the Next button to continue.
When you click out of the Job End Date field a pop up box will appear explaining that the Employee Record View will refresh with the new date.
You must select a Job Change Reason and enter a comment.

### Job Details

<table>
<thead>
<tr>
<th>DATES</th>
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<td>1/31/2010</td>
<td>11/15/2009</td>
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<tr>
<td>Job End Date</td>
<td>1/31/2010</td>
<td>1/31/2010</td>
<td>11/15/2009</td>
<td>1/31/2009</td>
</tr>
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<table>
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<tr>
<th>POSITION</th>
<th>SUFFICE</th>
<th>POSITION CLASS</th>
<th>JOB TITLE</th>
<th>JOB TYPE</th>
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<tr>
<td>U07884</td>
<td>00</td>
<td>CASHA - GRAD TCH ASST</td>
<td>GRAD TEACHING ASST</td>
<td>S - Second</td>
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<table>
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<td>Factor</td>
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<td>Pay</td>
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<td>$2,079.43</td>
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<table>
<thead>
<tr>
<th>JOB STATUS</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>T - Terminated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A - Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select One
Select One

### Job Change Reason

- EJ001 - End Job
- EJ003 - Employer Termination
- EJ005 - Indefinite Layoff (CS)
- EJ006 - Job Terminated
- EJ007 - Terminate Acting/Interim
- EJ008 - Dismissed (CS)
- EJ009 - End Summer Job (Acad)
- EJ010 - Employee Job Resignation
- EJ020 - Termination of Employment (Non-AtW)
- EJ022 - Termination of Employment (AtW)
- EJ030 - Data Correction
- EJ031 - Employee Group Change
- EJ032 - Campus Transfer
- EJ033 - Promotion (CS)
- EJ034 - Lateral Transfer (CS)
- EJ035 - Reassigned
- EJ036 - Discharged (CS)

**Additional Information**

- **PROOF PERIOD:**
  - BEGIN DATE: 1/31/2010
  - END DATE: 1/31/2010

- **UPDATE NEEDED:**
  - ANNIV DATE: 1/31/2010

- **WORKING UNIT:**
  - 600000 - Act & Design

- **TIME ENTRY METHOD:**
  - P - Payroll

- **SEARCH NUMBER:**
  - Graduate Employee Union 5.3
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. They cannot be modified or deleted.

Enter Job ending as of 1/31/2010 into the Comments field. Then click Add.
Click the Save button.

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. The Personnel Date will still reflect the date entered before the Last Paid Date.
You will now see the Job End Date component in the Proposed Changes accordion. If you have multiple components, click the View link to view the change.
Once the transaction has been routed you will get a success routing message.

Click the Next button to continue.
Chapter 3 Review

In this Chapter, you have learned:

- How to enter the appropriate view date for a job with a current Job End Date
- How to initiate a Job End Date transaction
- How to select a Job Change Reason
- How to Enter a Comment
- How to Save
- How to Route
Chapter 4

Ending All of an Employee’s Jobs

In this Chapter, you will learn:

• About the Separation Box
• How to answer the question
If you choose Delete Transaction, the current transaction will be deleted and a new Separation transaction will need to be started for the employee. A Separation is initiated when an employee is completely leaving the university.

Separation
It appears that this transaction could be a Separation.
If you do not want the transaction to be a Separation and would like to continue the transaction as a Job End Date, click the "Continue with Job End Date" button.
To continue the transaction as a Separation, click the "Delete Transaction" button. This transaction will be deleted, and you will be taken to the ERV screen where you can start a Separation transaction if your access permits.

Delete Transaction  Continue with Job End Date

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.

Click the Next button to continue.
Chapter 4 Review

In this Chapter, you have learned:

- About the Separation Box
- How to answer the question
Chapter 5

Ending 9/12 or 10/12 Jobs

In this Chapter, you will learn:

- About the Deferred Pay Job
- How to edit the Deferred Pay Job
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 at the Employee Record View.

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, the user 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.
Chapter 5 Review

In this Chapter, you have learned:

- The Deferred Pay Job
- How to edit the Deferred Pay Job
You have reached the conclusion of the Job End Date Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the COMPLETE COURSE button below.