SYSTEM HUMAN RESOURCE SERVICES

Separations
HR FRONT END TRAINING
HOW-TO GUIDE

UNIVERSITY OF ILLINOIS SYSTEM

Acknowledgements

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

Course Information

Course ID:	Separations
Revision Date:	October 10, 2020
Version:	1.0

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

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

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.

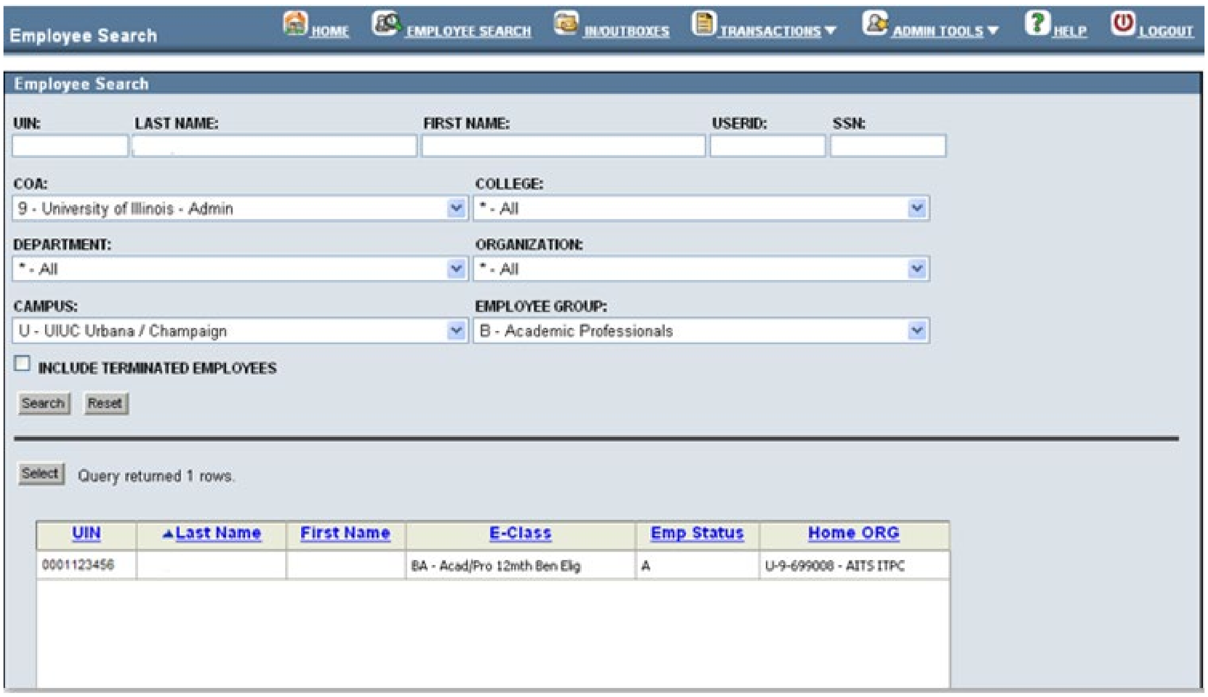


Figure 1: Employee Search screen

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.

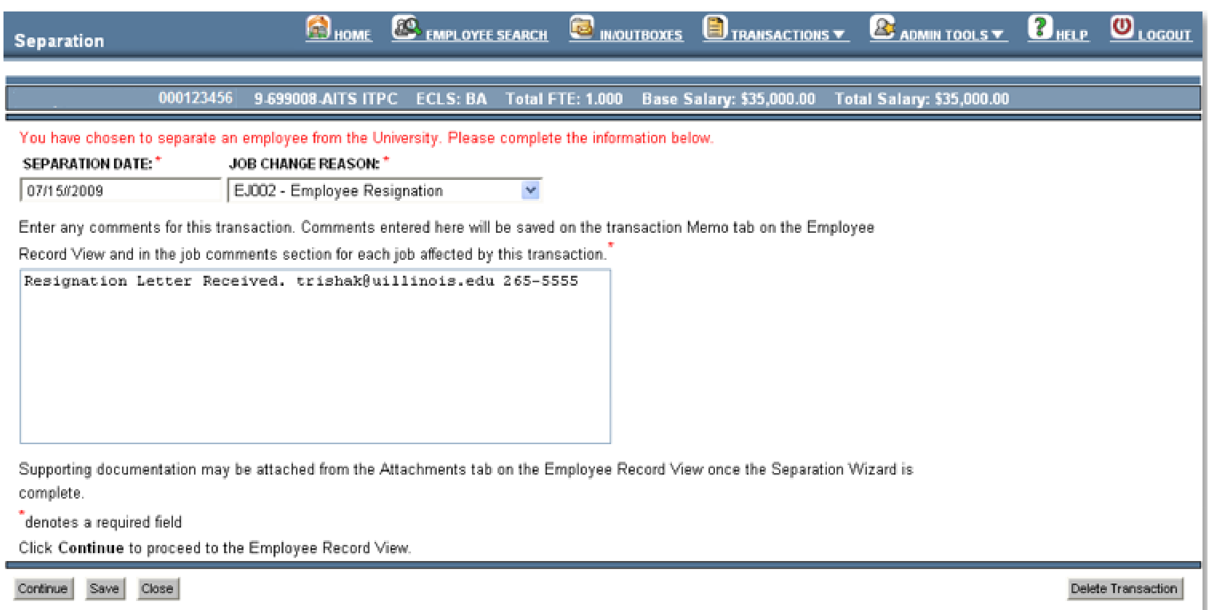


Figure 2: Separation Wizard

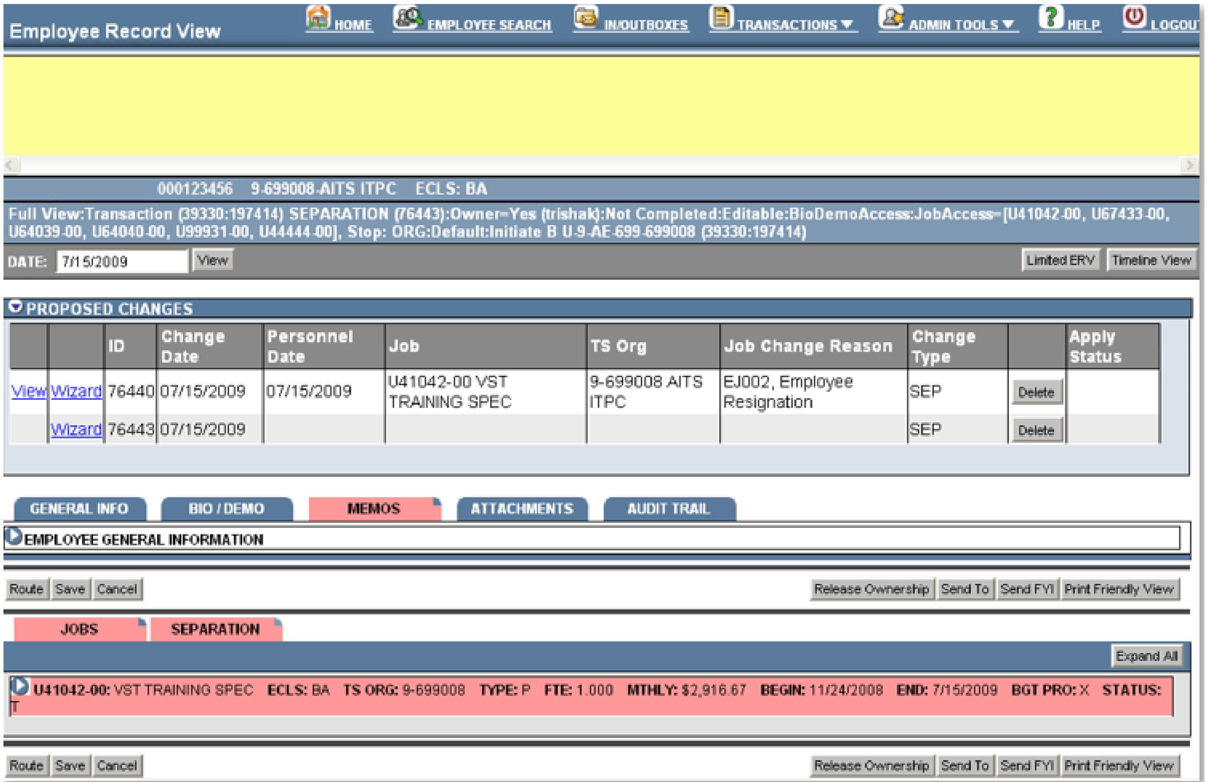


Figure 3: Employee Record View after Completing Separation Wizard

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.

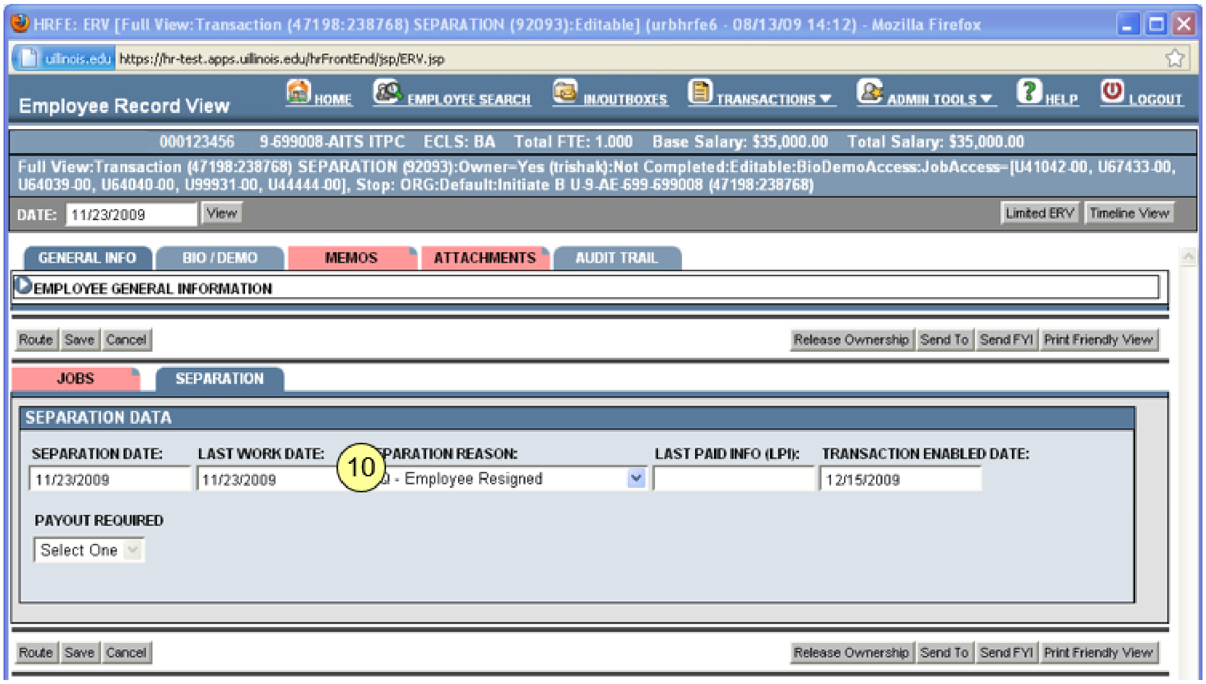


Figure 4: Separation Tab

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.

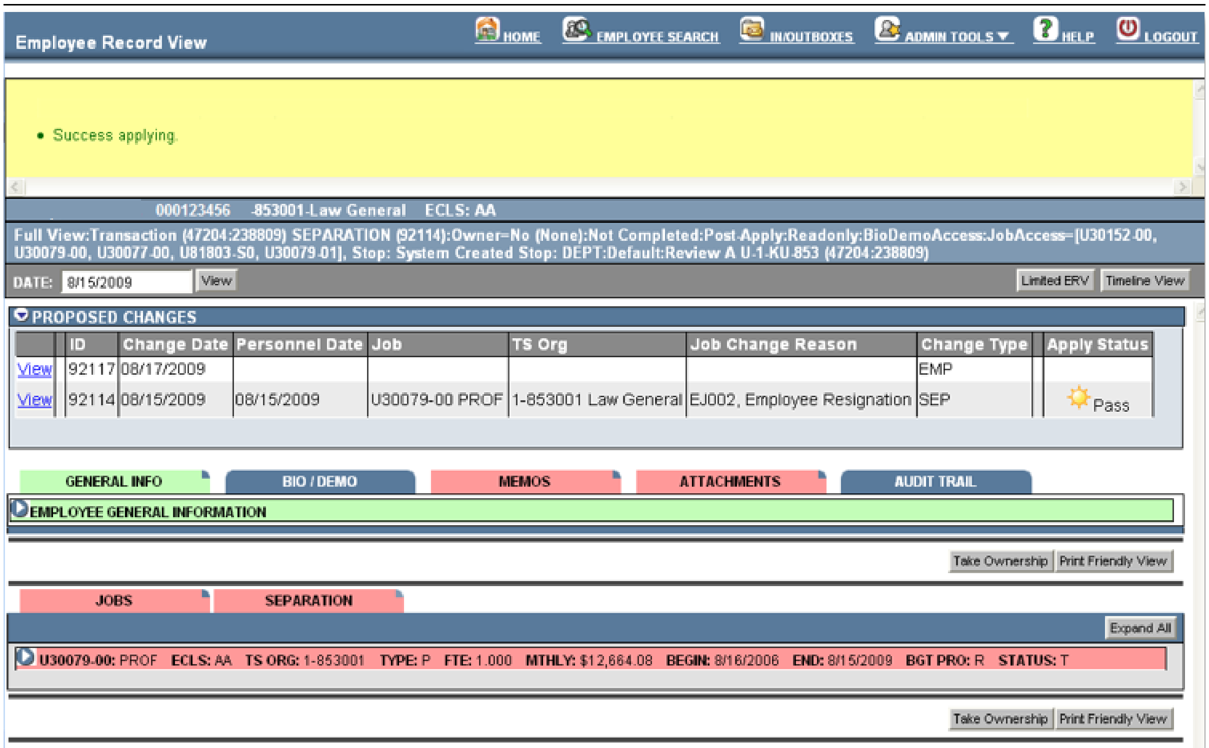


Figure 5: Success Applying Message

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, the 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.*

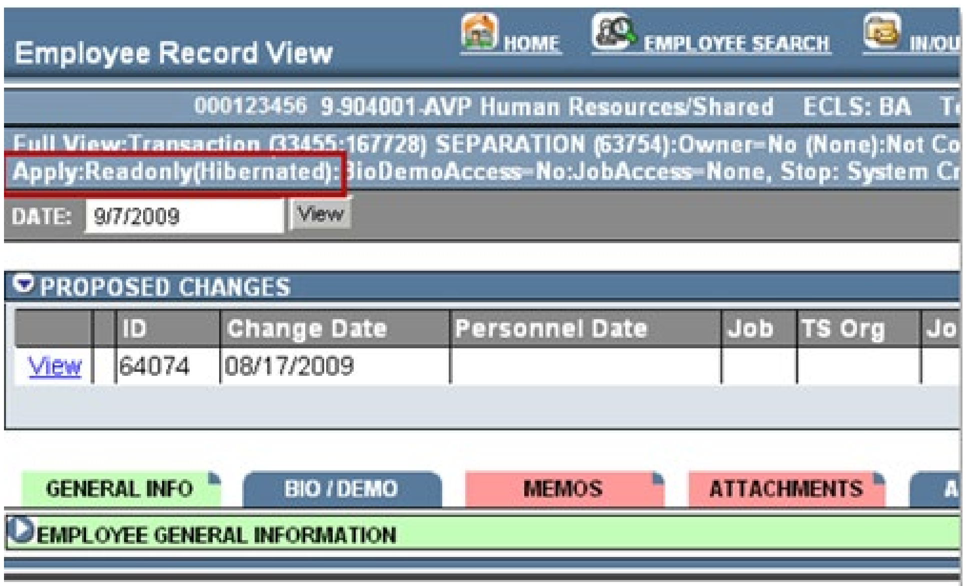


Figure 6: Separation in Hibernation

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.

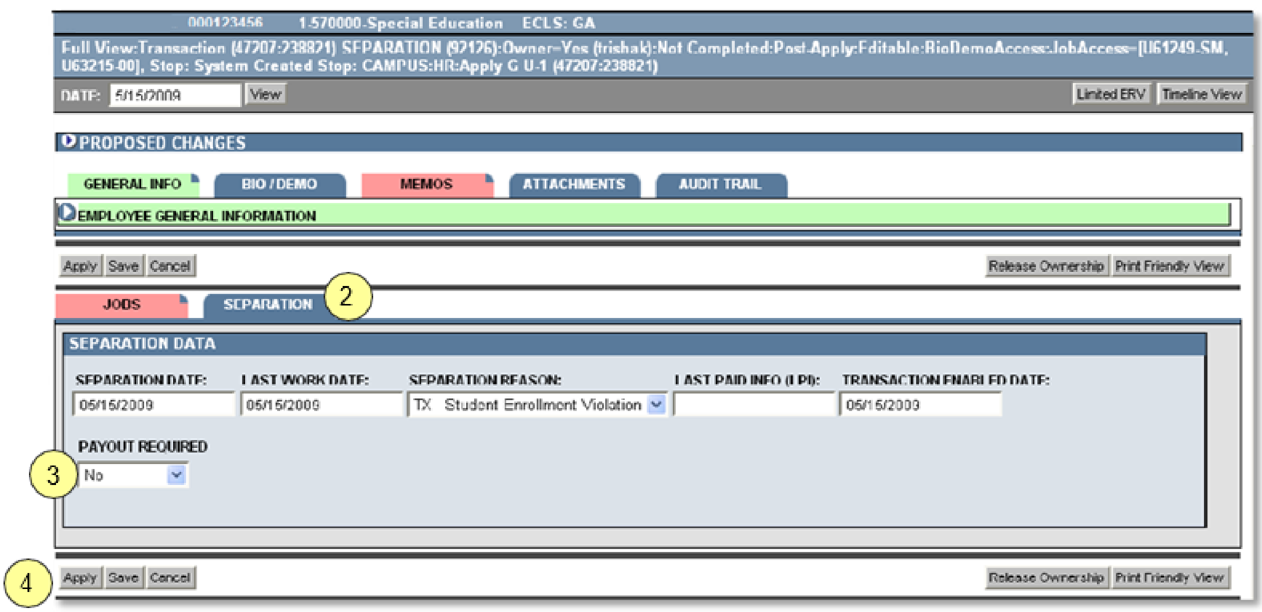


Figure 7: Final Separation Apply – Non-compensable / SURS eligible employee

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.

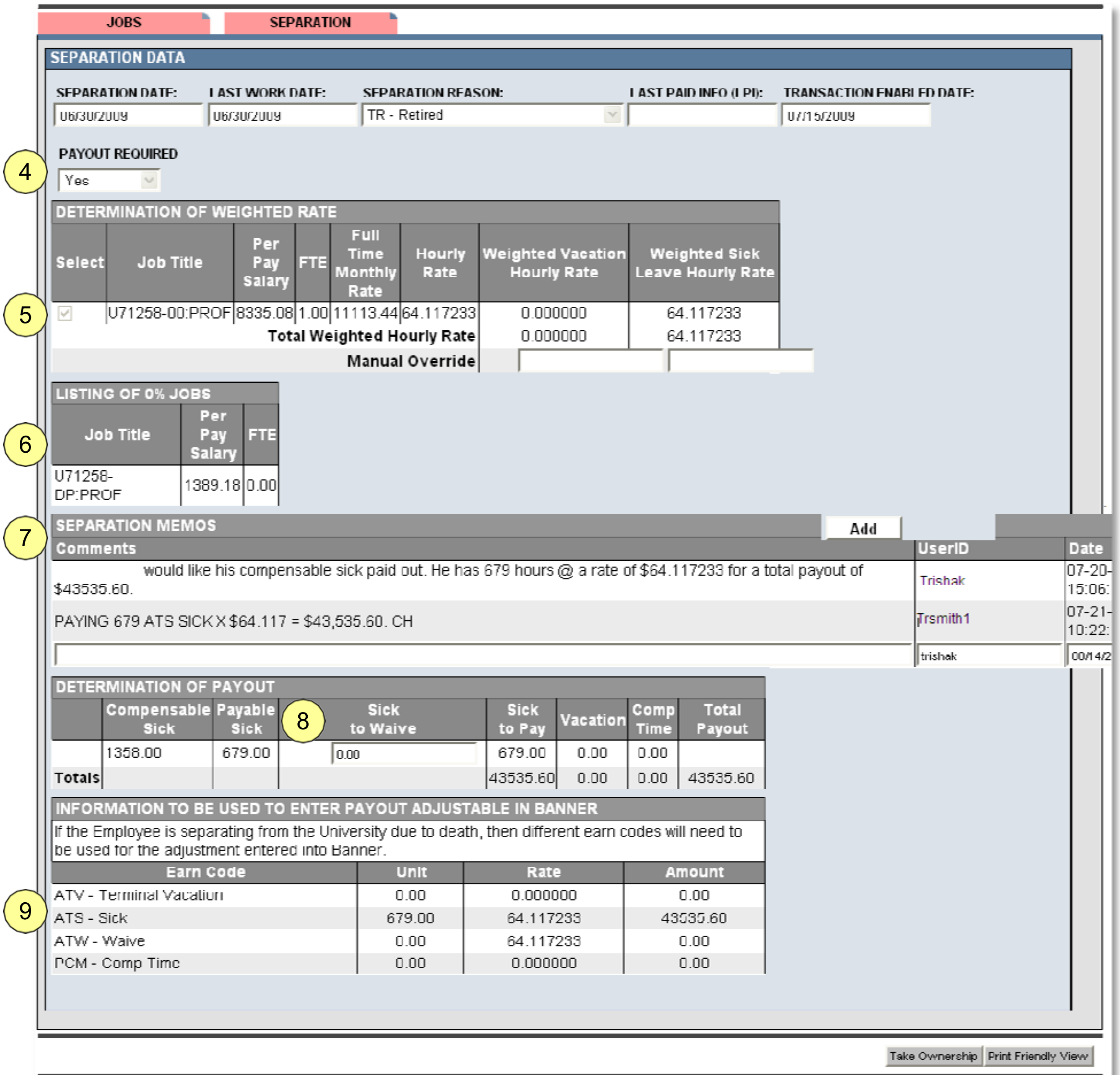


Figure 8: Separation Data Screen

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.

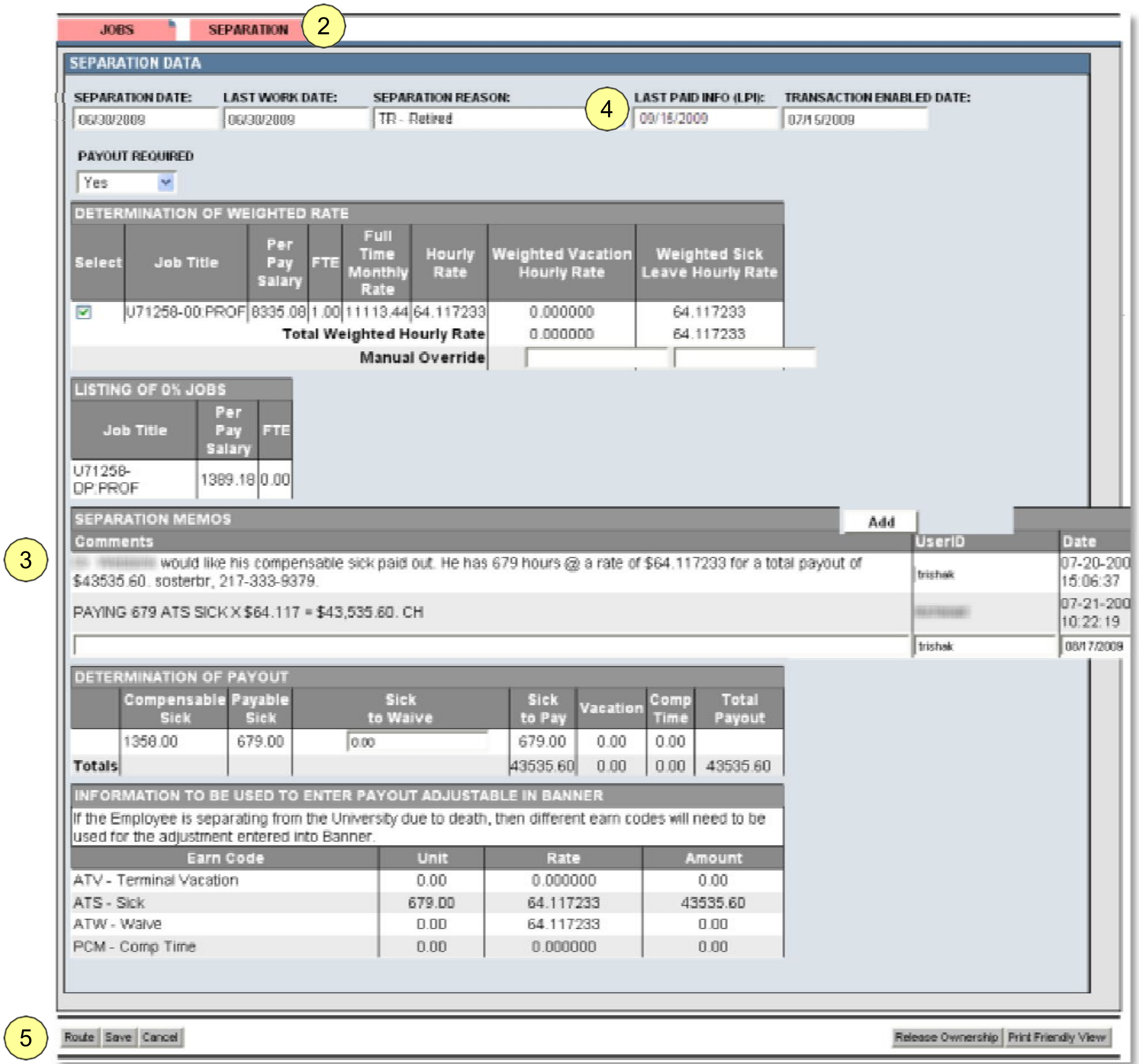
2. Click **Separation** Tab to review the payout information.
3. Click the **Route** button.

   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.



JOBS | SEPARATION 2

SEPARATION DATA

SEPARATION DATE: 06/30/2009
LAST WORK DATE: 06/30/2009
SEPARATION REASON: TR - Retired 4
LAST PAID INFO (LPI): 09/16/2009
TRANSACTION ENABLED DATE: 07/15/2009

PAYOUT REQUIRED: Yes

DETERMINATION OF WEIGHTED RATE

Select	Job Title	Per Pay Salary	FTE	Full Time Monthly Rate	Hourly Rate	Weighted Vacation Hourly Rate	Weighted Sick Leave Hourly Rate
☑	U71258-00:PROF	8335.08	1.00	11113.44	64.117233	0.000000	64.117233
					Total Weighted Hourly Rate	0.000000	64.117233
					Manual Override		

LISTING OF 0% JOBS

Job Title	Per Pay Salary	FTE
U71258-DP:PROF	1389.18	0.00

SEPARATION MEMOS — Add

3

Comments	UserID	Date
would like his compensable sick paid out. He has 679 hours @ a rate of $64.117233 for a total payout of $43535.60. sosterbr, 217-333-9379.	trishak	07-20-200 15:06:37
PAYING 679 ATS SICK X $64.117 = $43,535.60. CH		07-21-200 10:22:19
	trishak	08/17/2009

DETERMINATION OF PAYOUT

	Compensable Sick	Payable Sick	Sick to Waive	Sick to Pay	Vacation	Comp Time	Total Payout
	1358.00	679.00	0.00	679.00	0.00	0.00	
Totals				43535.60	0.00	0.00	43535.60

INFORMATION TO BE USED TO ENTER PAYOUT ADJUSTABLE IN BANNER

If the Employee is separating from the University due to death, then different earn codes will need to be used for the adjustment entered into Banner.

Earn Code	Unit	Rate	Amount
ATV - Terminal Vacation	0.00	0.000000	0.00
ATS - Sick	679.00	64.117233	43535.60
ATW - Waive	0.00	64.117233	0.00
PCM - Comp Time	0.00	0.000000	0.00

5 Route | Save | Cancel — Release Ownership | Print Friendly View

Figure 9: Separation Tab at Payroll Stop

Campus HR Final Apply of the Transaction

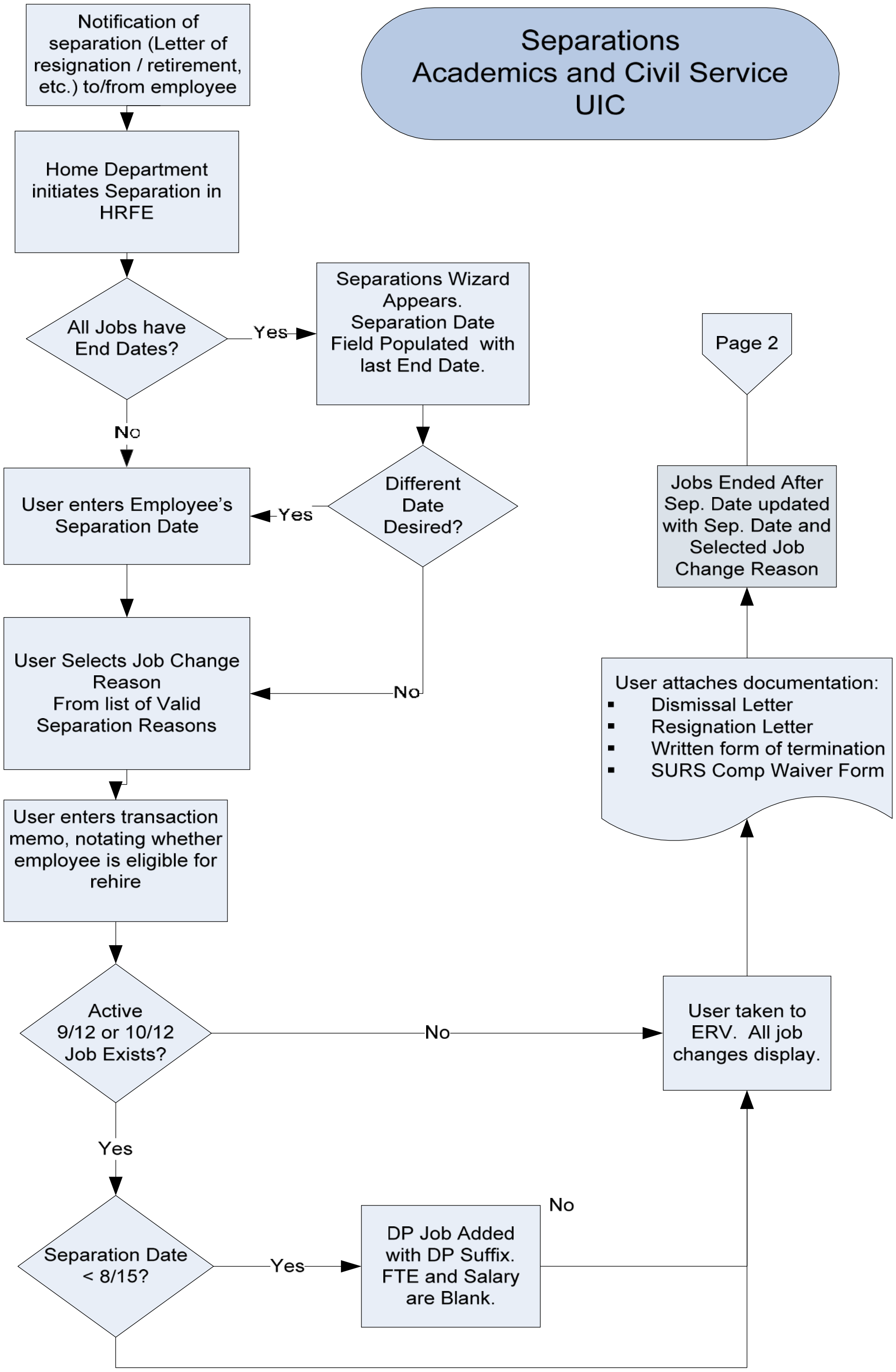
The transaction will be in Central HR's Group Inbox to be applied. Upon their final review, they are able to apply the transaction. Central HR will:

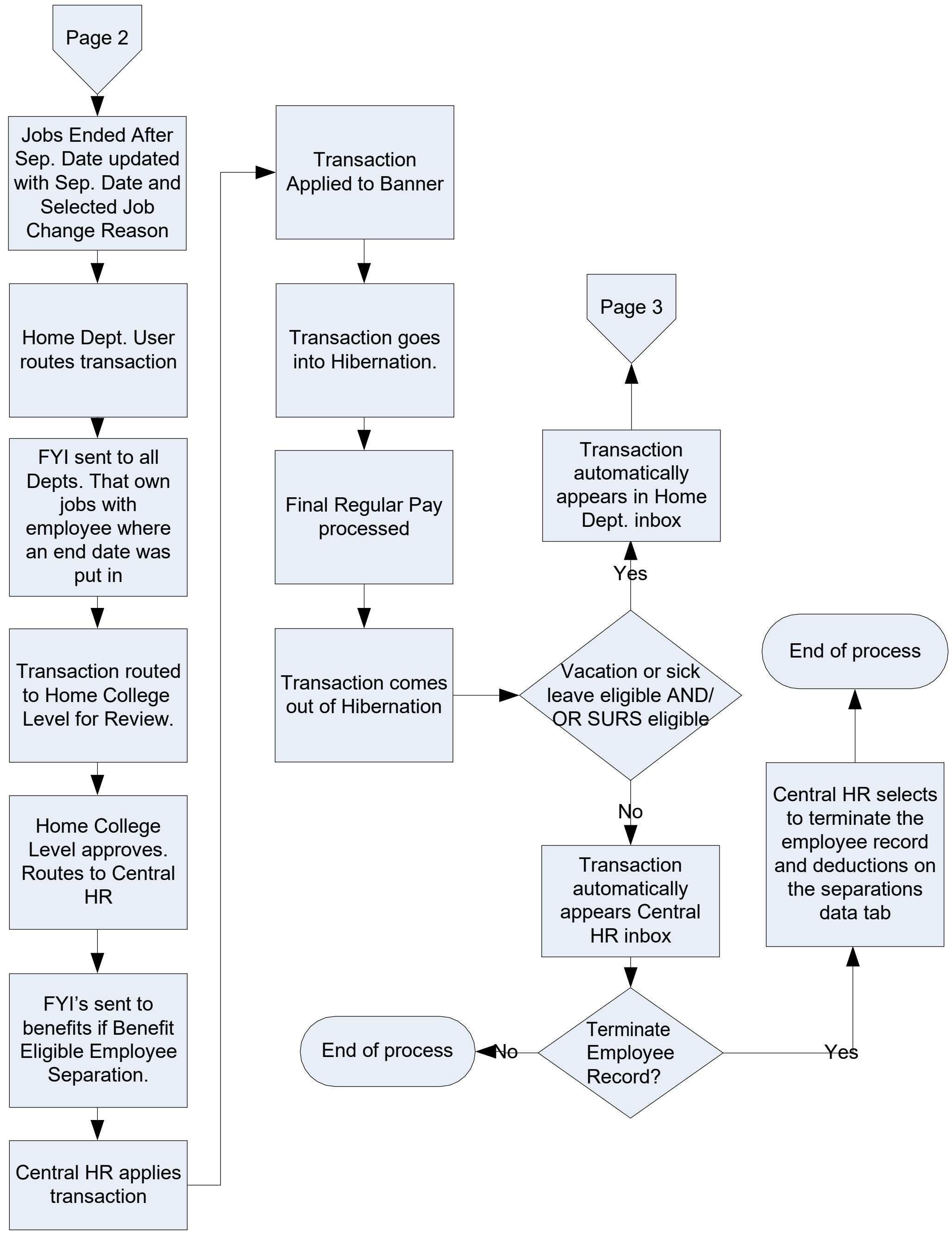
1. Open the transaction from the **Group Inbox** and click **Take Ownership**.
2. **Review** and the transaction.
3. Once the user has reviewed and/or made changes to the transaction, they may click the **Save** button.
4. Click the **Apply** button to perform the initial apply on the transaction.

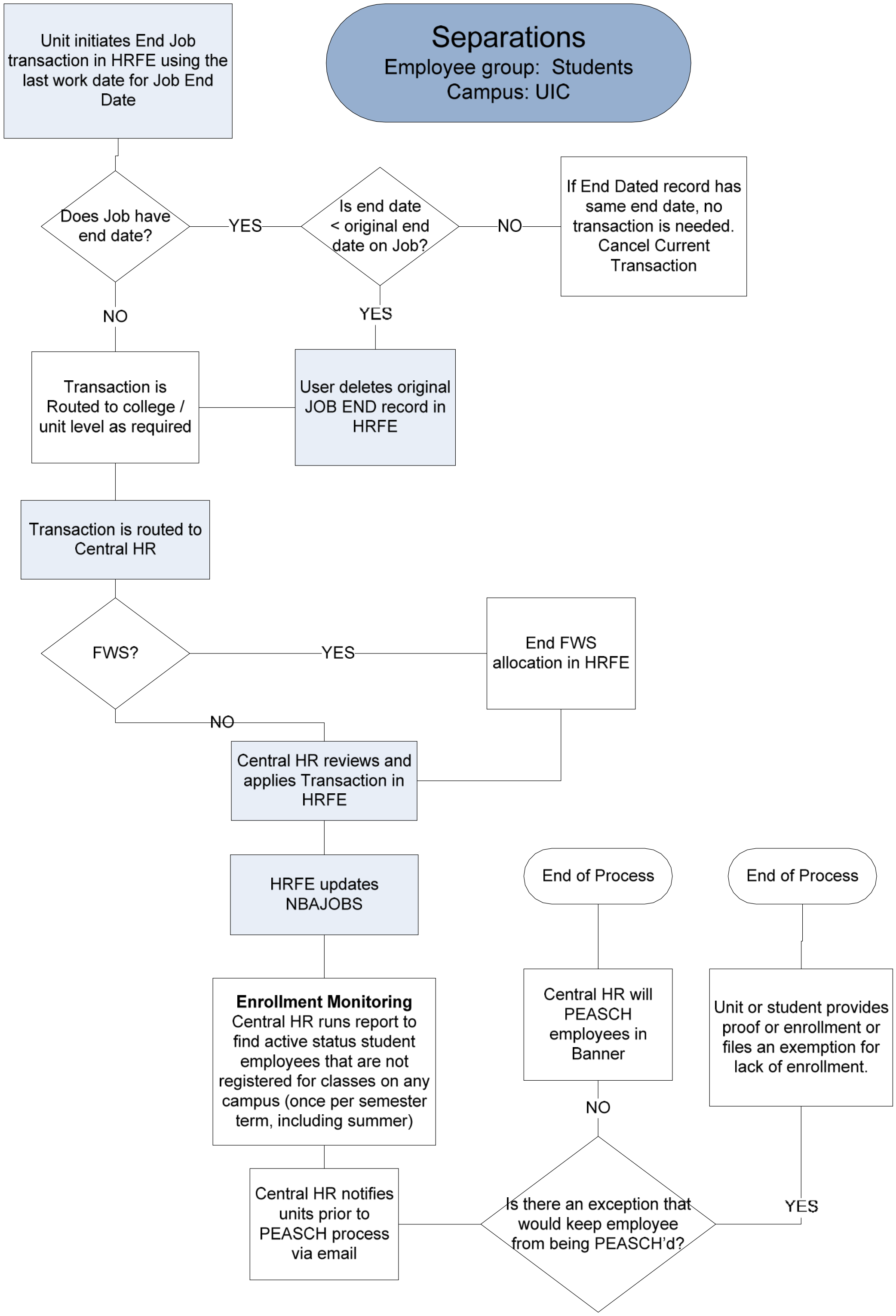
NOTE: The transaction will again hibernate until SURS separation process runs. At which point the transaction is successfully applied and the Employee is separated from the University.

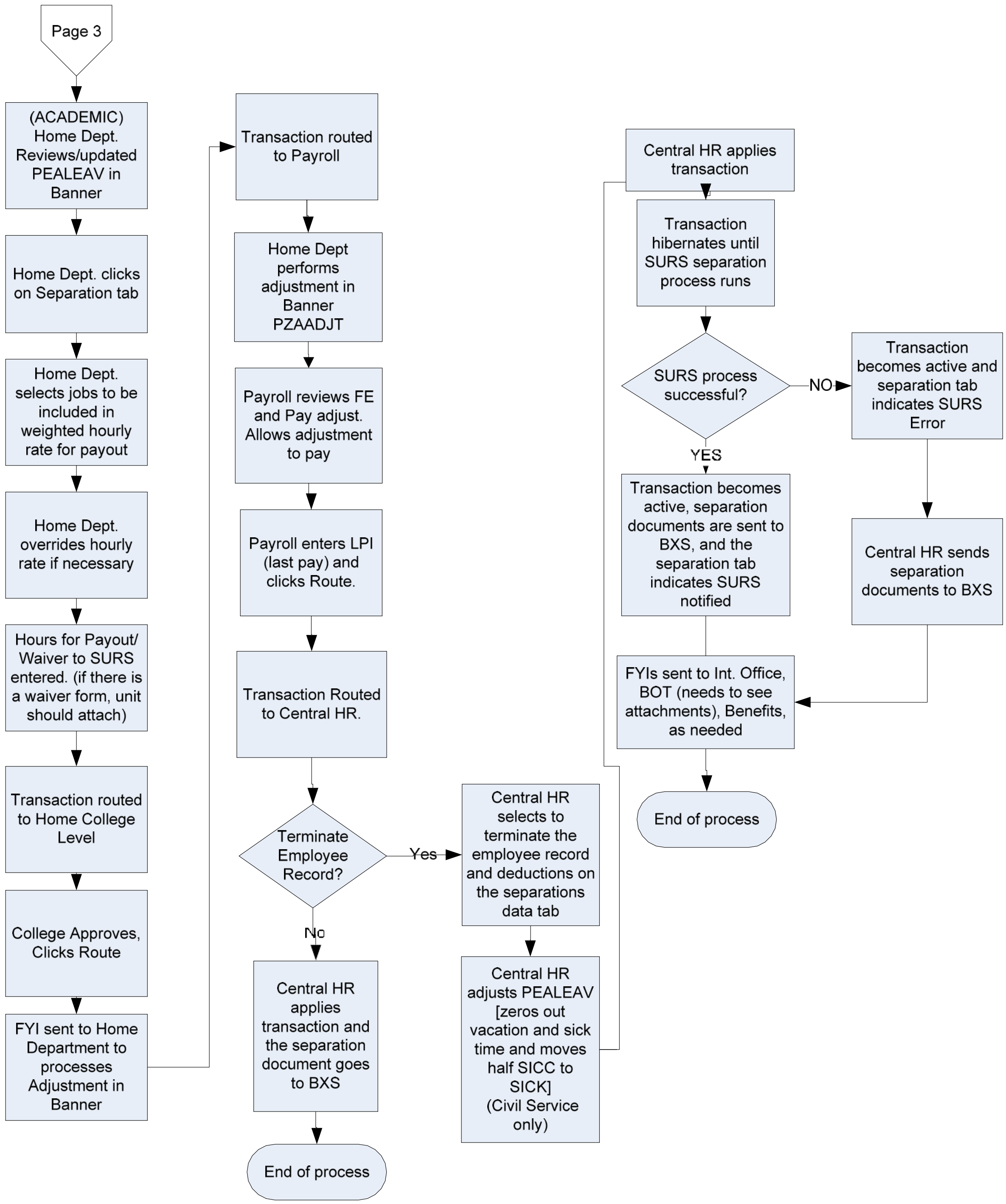
*The screen will refresh indicating that the data has been successfully applied to Banner and the Employee Record View will read **Historical Employee Record View.***

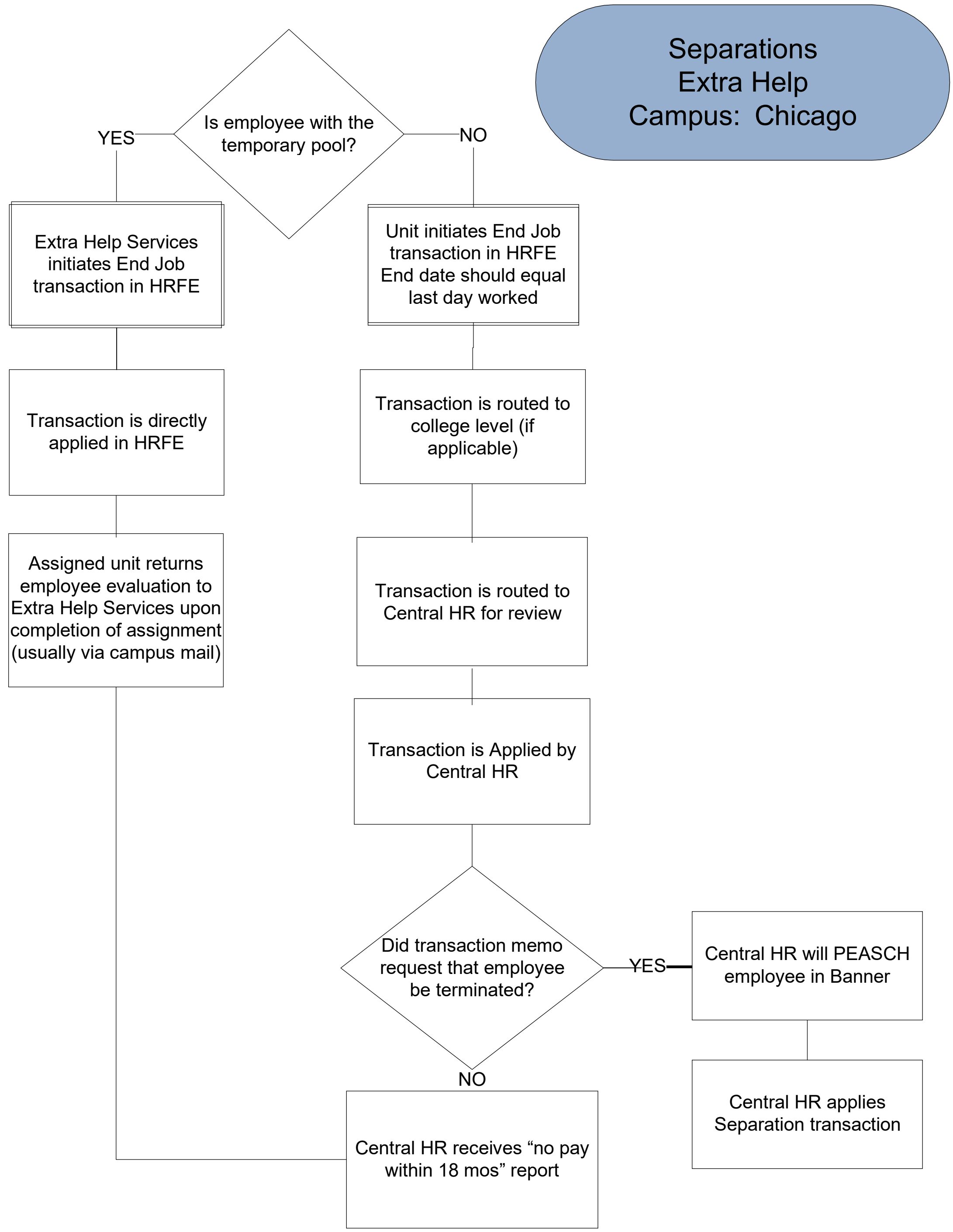
Appendix A – Business Process Flows

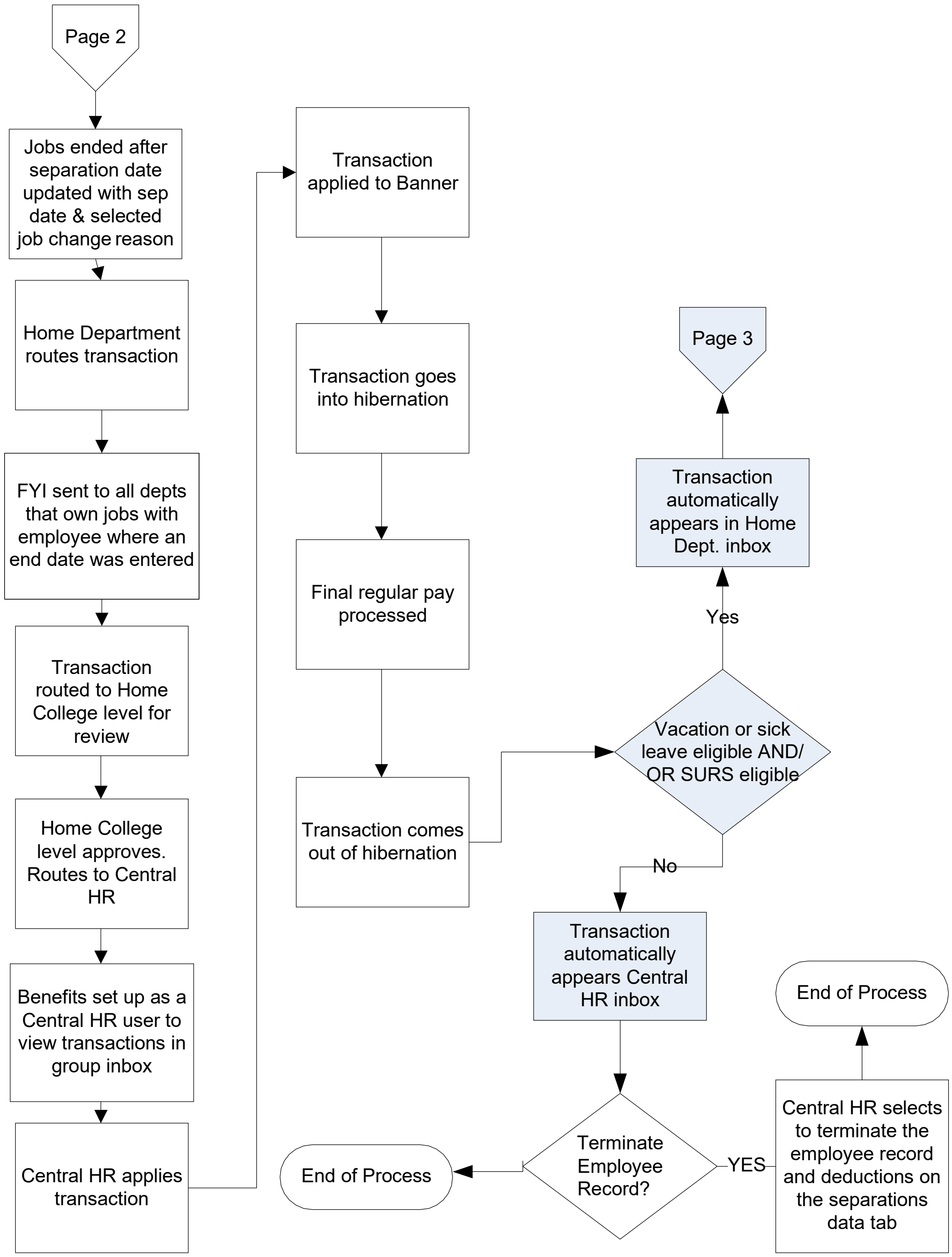



Page 2
Jobs Ended After Sep. Date updated with Sep. Date and Selected Job Change Reason
Home Dept. User routes transaction
FYI sent to all Depts. That own jobs with employee where an end date was put in
Transaction routed to Home College Level for Review.
Home College Level approves. Routes to Central 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

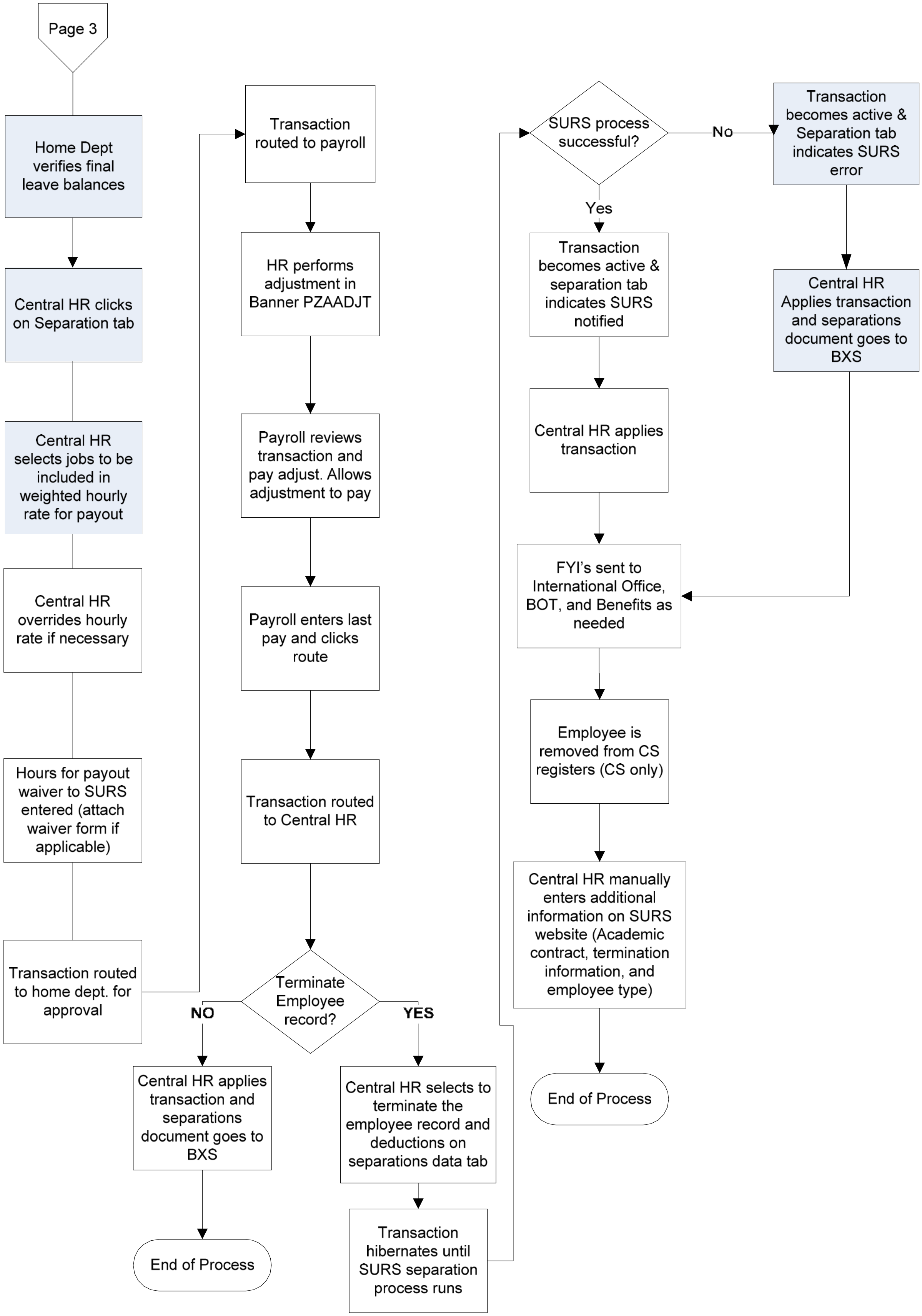

Separations
Employee group: Students
Campus: UIC
Unit initiates End Job transaction in HRFE using the last work date for Job End Date
Does Job have end date?
YES
Is end date < original end date on Job?
NO
If End Dated record has same end date, no transaction is needed. Cancel Current Transaction
NO
YES
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

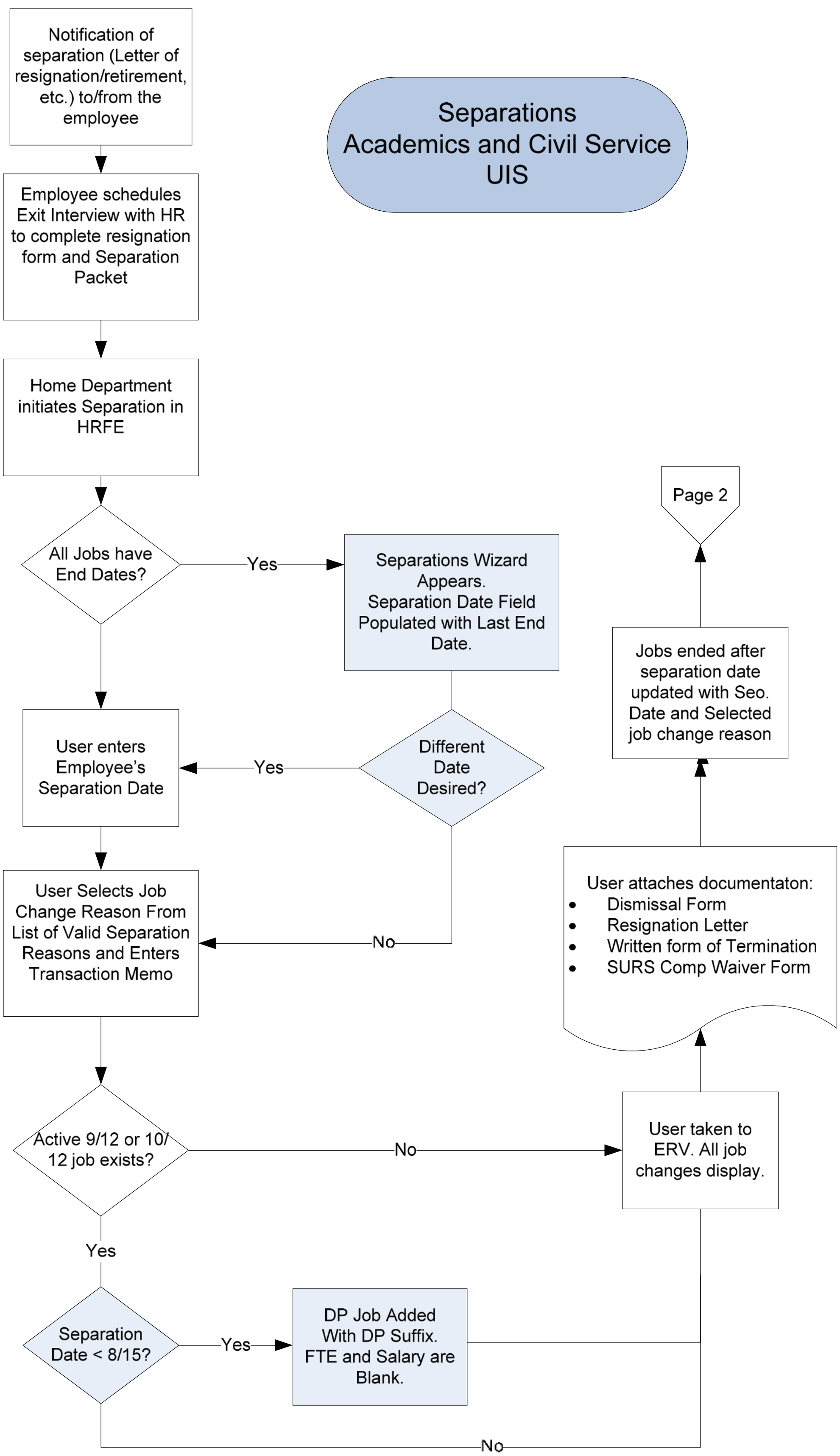

Page 3
(ACADEMIC) Home Dept. Reviews/updated PEALEAV in Banner
Home Dept. clicks on Separation tab
Home Dept. selects jobs to be included in weighted hourly rate for payout
Home Dept. overrides hourly rate if necessary
Hours for Payout/ Waiver to SURS entered. (if there is a waiver form, unit should 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
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)
No
Central HR applies transaction and the separation document goes to BXS
End of process
Central HR applies transaction
Transaction hibernates until SURS separation process runs
SURS process successful?
NO
Transaction becomes active and separation tab indicates SURS Error
Central HR sends separation documents to BXS
YES
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

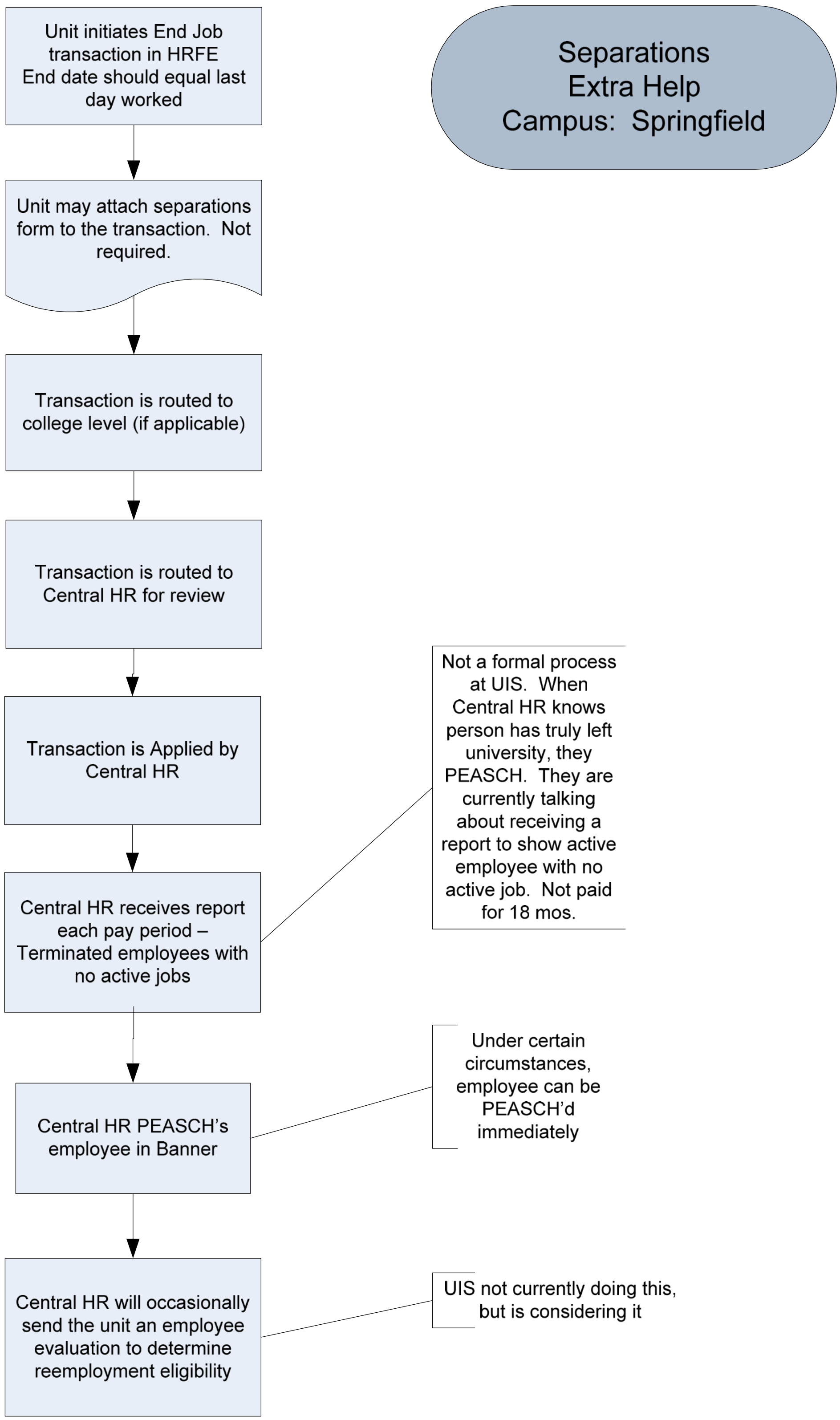

Separations
Extra Help
Campus: Chicago
Is employee with the temporary pool?
YES
NO
Extra Help Services initiates End Job transaction in HRFE
Transaction is directly applied in HRFE
Assigned unit returns employee evaluation to Extra Help Services upon completion of assignment (usually via campus mail)
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
NO
Central HR will PEASCH employee in Banner
Central HR applies Separation transaction
Central HR receives “no pay within 18 mos” report

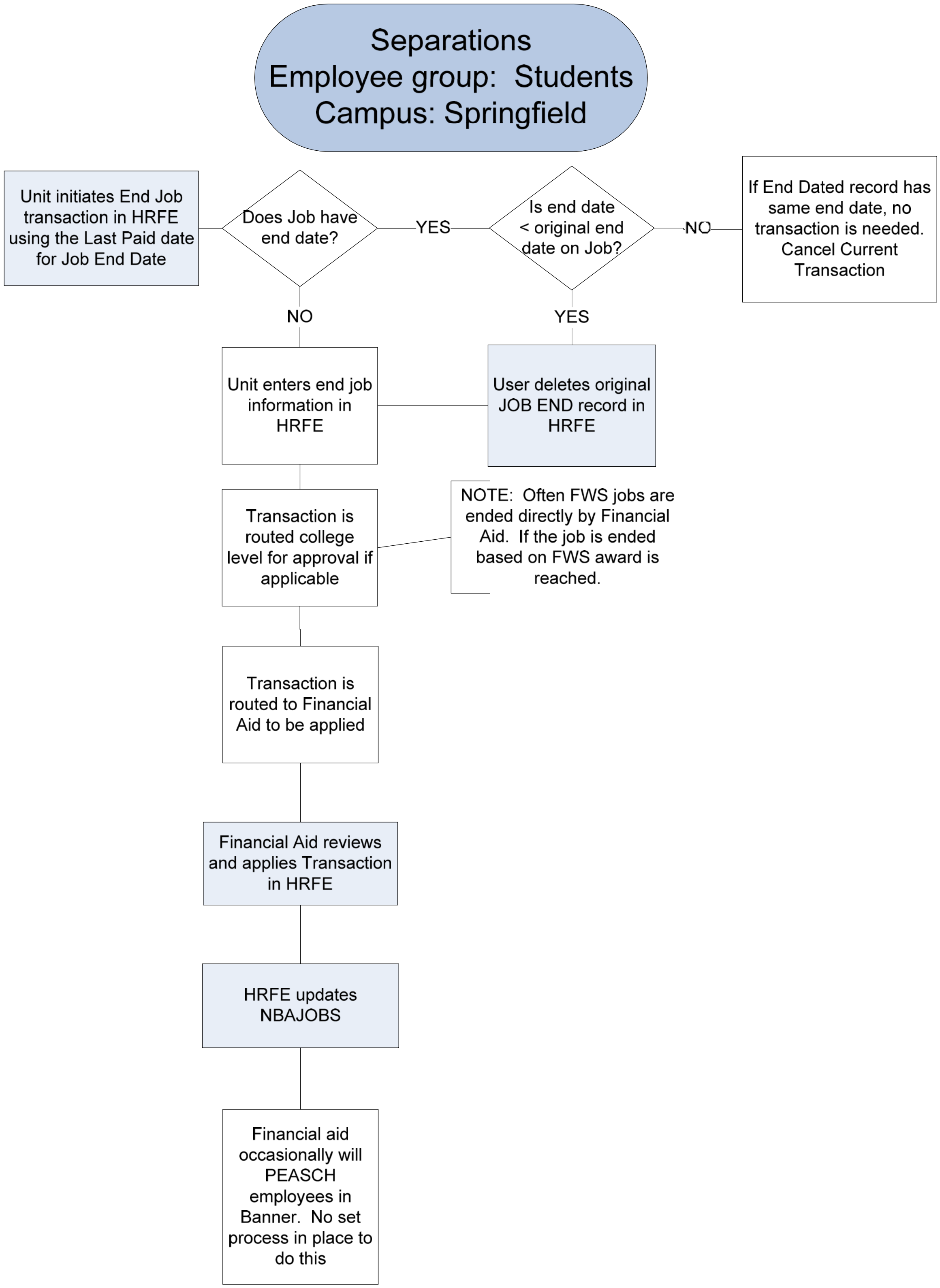


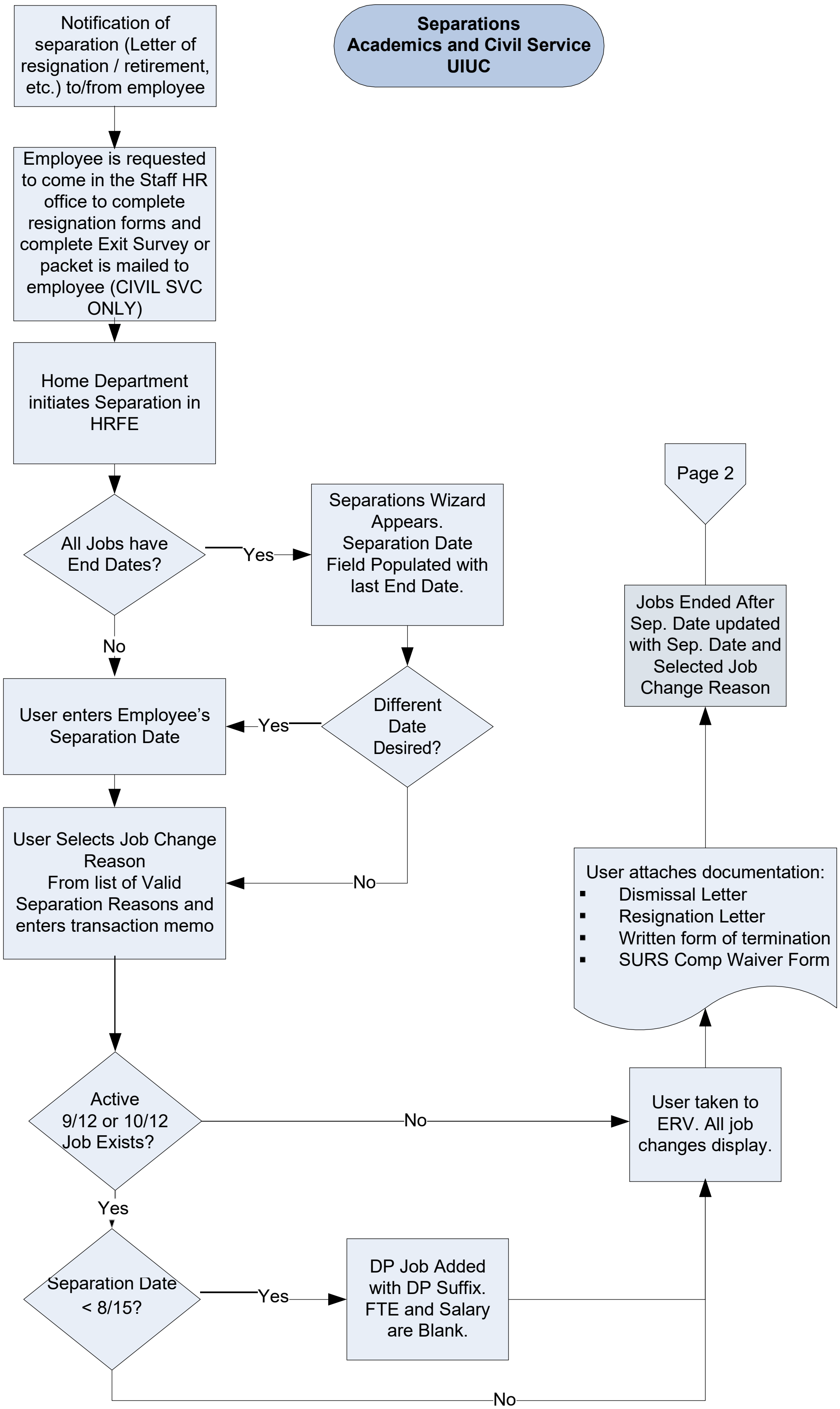
Page 2
Jobs ended after separation date updated with sep date & selected job change reason
Home Department routes transaction
FYI sent to all depts that own jobs with employee where an end date was entered
Transaction routed to Home College level for review
Home College level approves. Routes to Central 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

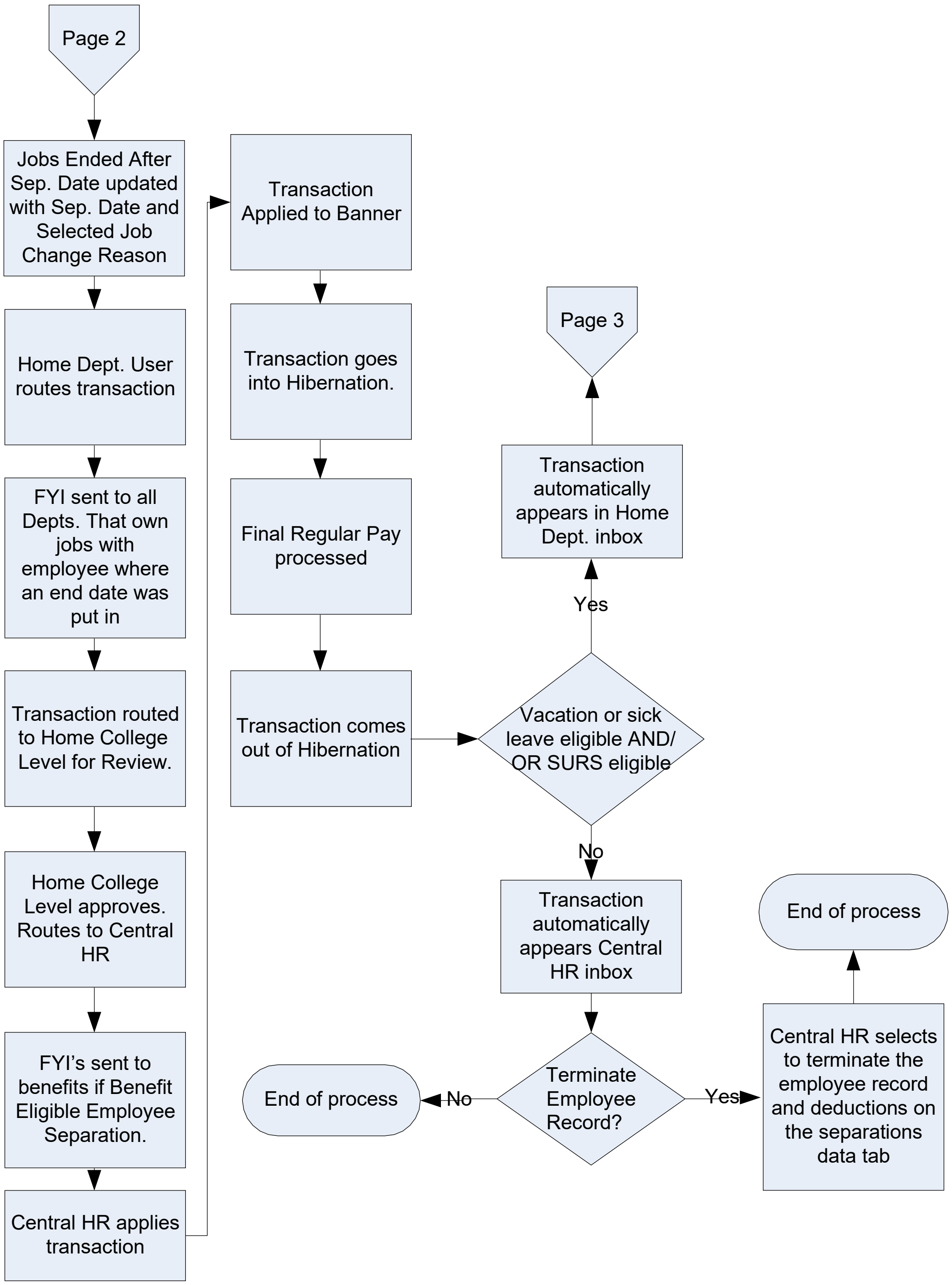

Page 3
Home Dept verifies final leave balances
Central HR clicks on Separation tab
Central HR selects jobs to be included in weighted hourly rate for payout
Central HR overrides hourly rate if necessary
Hours for payout waiver to SURS entered (attach waiver form if applicable)
Transaction routed to home 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

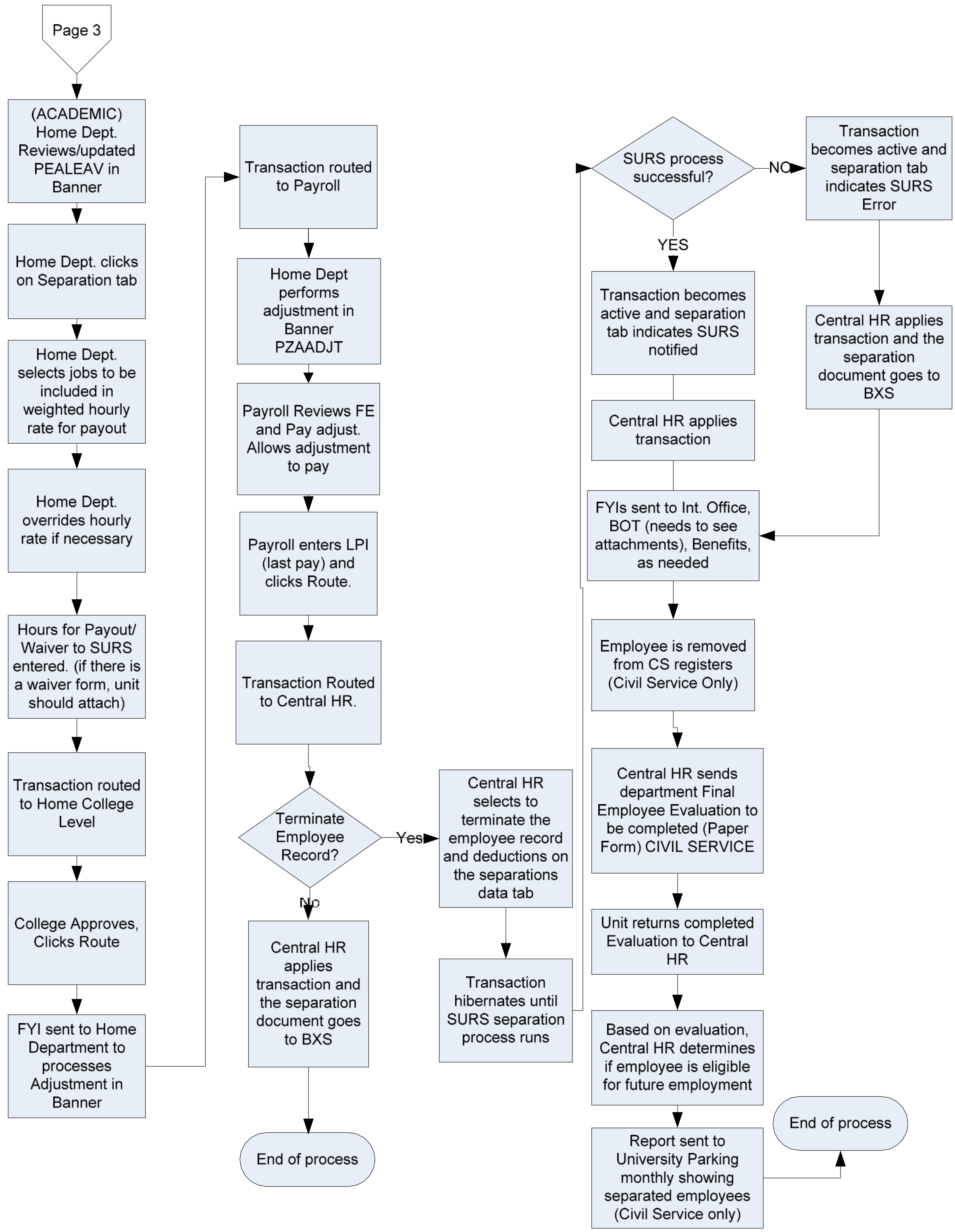

Separations
Academics and Civil Service
UIS
Notification of separation (Letter of resignation/retirement, etc.) to/from the employee
Employee schedules Exit Interview with HR to complete resignation form and Separation Packet
Home Department initiates Separation in HRFE
All Jobs have End Dates?
Yes
Separations Wizard Appears. Separation Date Field Populated with Last End Date.
Different Date Desired?
Yes
User enters Employee's Separation Date
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 documentaton:
Dismissal Form
Resignation Letter
Written form of Termination
SURS Comp Waiver Form
Jobs ended after separation date updated with Seo. Date and Selected job change reason
Page 2

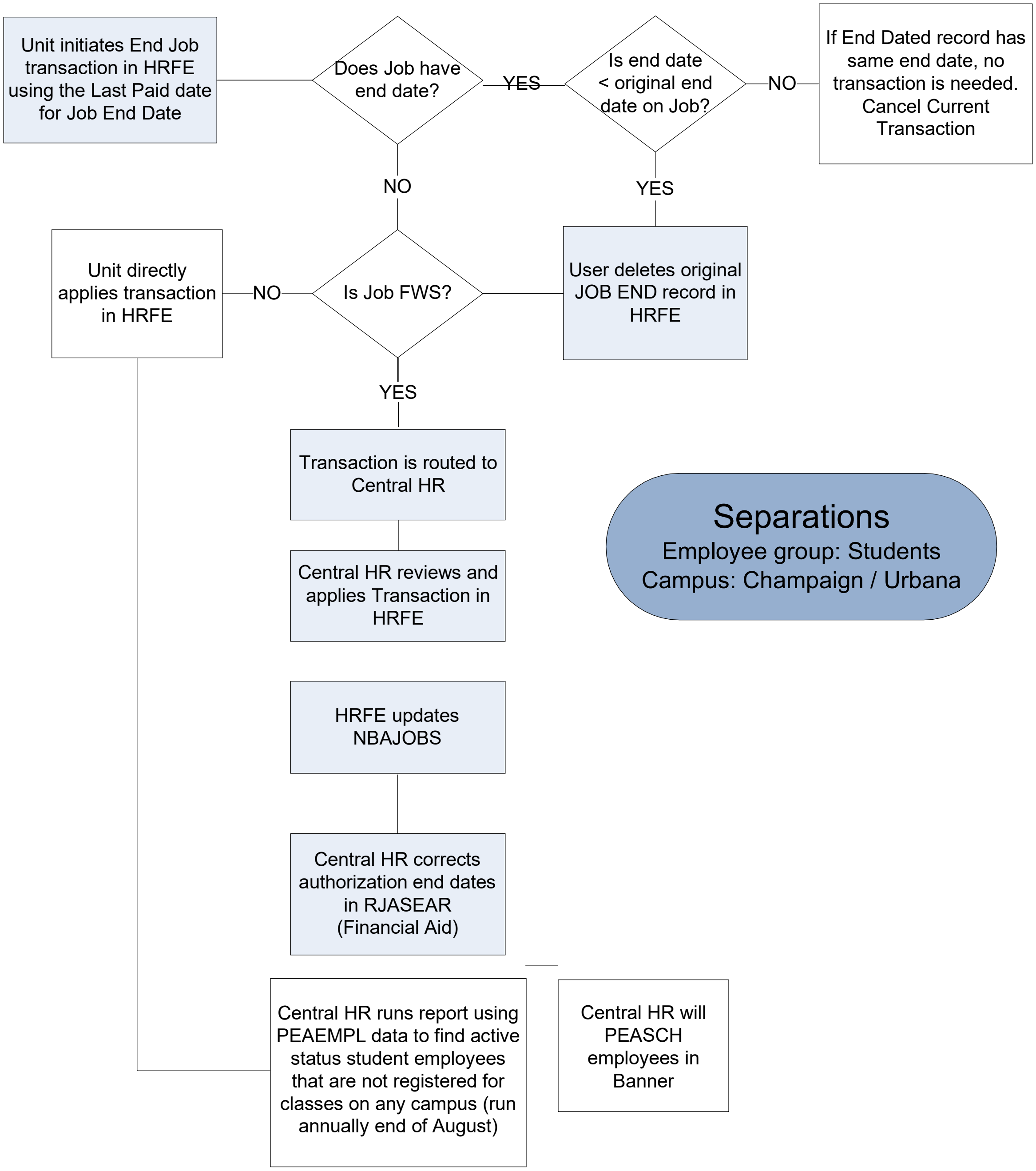

Separations
Extra Help
Campus: Springfield
Unit initiates End Job transaction in HRFE End date should equal last day worked
Unit may attach separations form to the transaction. Not required.
Transaction is routed to college level (if applicable)
Transaction is routed to Central HR for review
Transaction 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

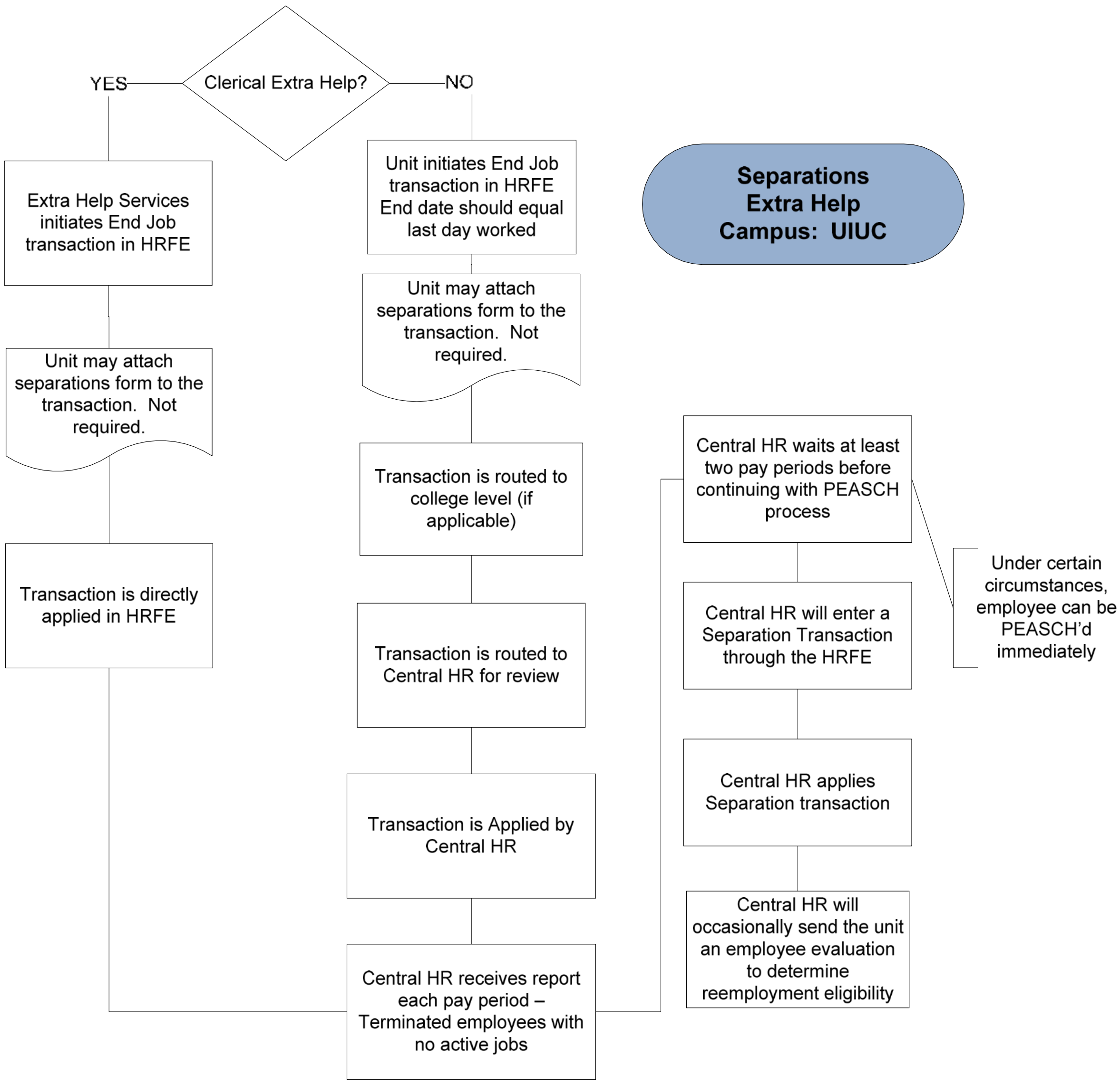

Separations
Employee group: Students
Campus: Springfield
Unit initiates End Job transaction in HRFE using the Last Paid date for Job End Date
Does Job have end date?
YES
Is end date < original end date on Job?
NO
If End Dated record has same end date, no transaction is needed. Cancel Current Transaction
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
Different Date Desired?
Yes
User enters Employee's Separation Date
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
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


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


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
Separations Extra Help Campus: UIUC
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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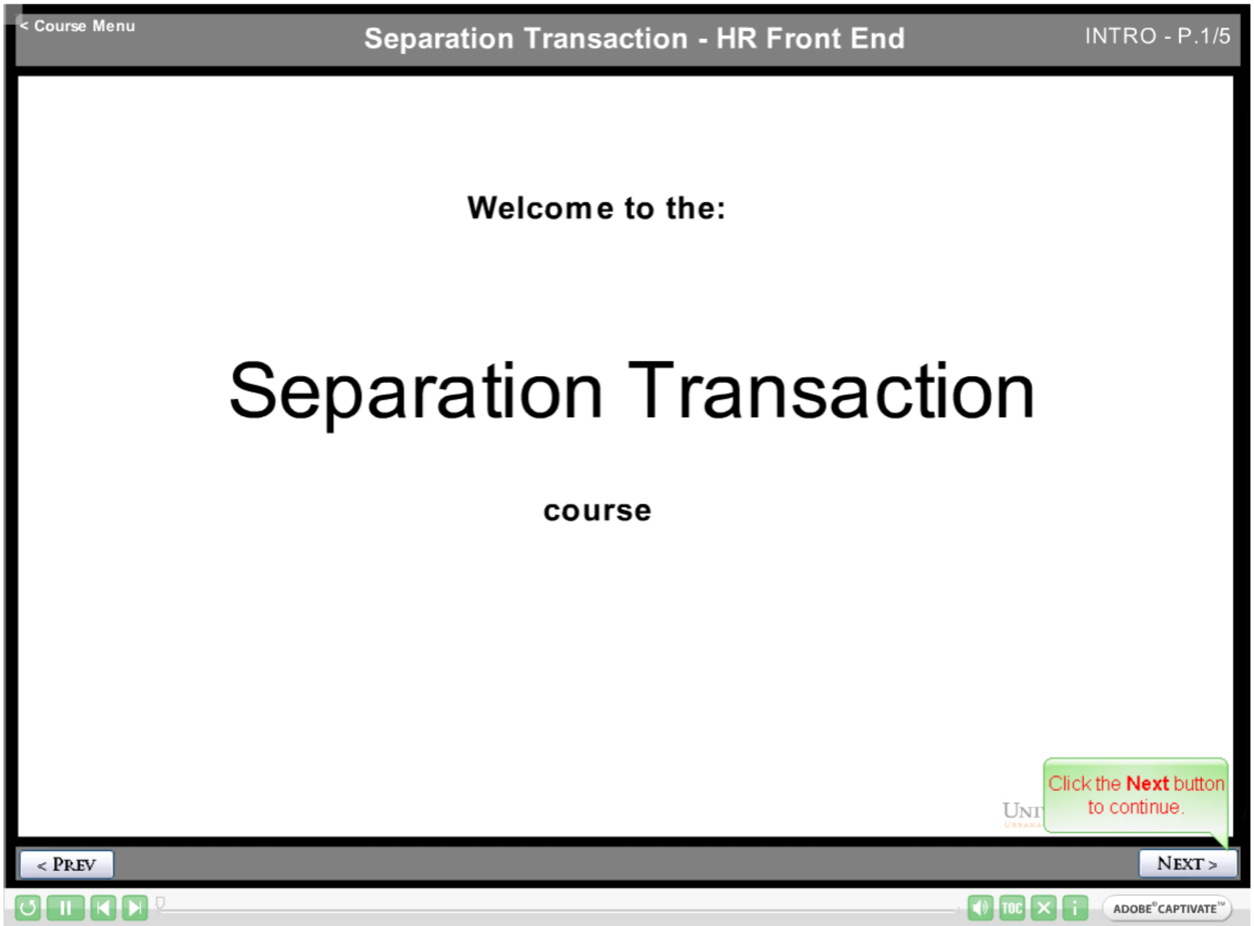
Appendix C: Screenshots from HRFE Video



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

CHAPTER	YOU WILL LEARN ABOUT
1 – Common Terminology	• Common Terminology • What a Separation transaction is • Separation Quick View
2 – Initiating the Separation Transaction	• How to initiate a Separation transaction • How to enter the date you wish the person to be separated • How to select a Separation reason • How to enter a Separation comment
3 – Reviewing the Separation Transaction	• The Proposed Changes accordion • Reviewing and editing any information on the Employee Record View • Routing the transaction
4 – Reviewing the Transaction at the College Level	• How to locate and take ownership of the transaction from the Group Inboxes • How to review the transaction • How to route the transaction to the next stop in the pre-determined routing path
5 – Applying the Transaction at the Campus Level	• How to locate and take ownership of the transaction from the Group Inboxes • How to review the transaction • How to apply the transaction

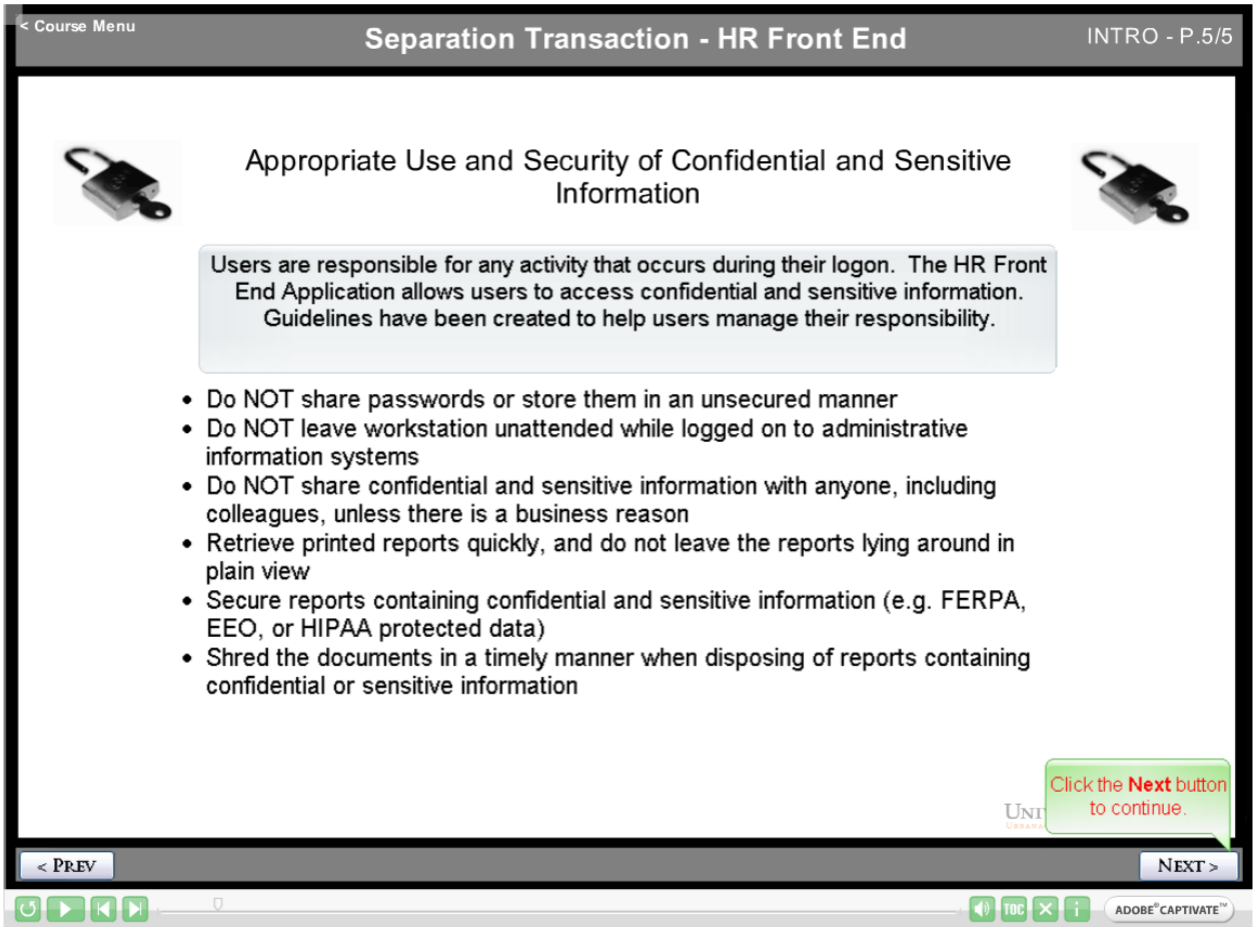
Click the **Next** button to continue.

Separation Transaction - HR Front End

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

CHAPTER	YOU WILL LEARN ABOUT
6 – Hibernation Defined	• What Hibernation is • How to identify if the transaction is in Hibernation. • How to see the Transaction Enabled Date in the inbox.
7 – Post-apply Process for Employees who are Not Compensible Leave or SURS Eligible	• How to review the transaction • How to answer the Payout Required question • How to successfully apply the transaction to Banner
8 – Post-apply Process for Employees who are Compensible Leave or SURS Eligible	• How to review the transaction • How to answer the Payout Required question • How to fill out payout information • How to successfully route the transaction to payroll
9 – Payroll Review	• How to review the transaction • How to enter the Last Paid Information • How to successfully route the transaction to Campus HR
10 – Final Apply at the Campus HR Level	• How to review the transaction • How to perform the final apply on the transaction
11 – Course Review	• You will participate in activities that will assess your understanding of the content covered in this course

Click the **Next** button to continue.


< Course Menu
Separation Transaction - HR Front End
INTRO - P.5/5
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
• Do NOT leave workstation unattended while logged on to administrative information systems
• 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
Click the Next button to continue.
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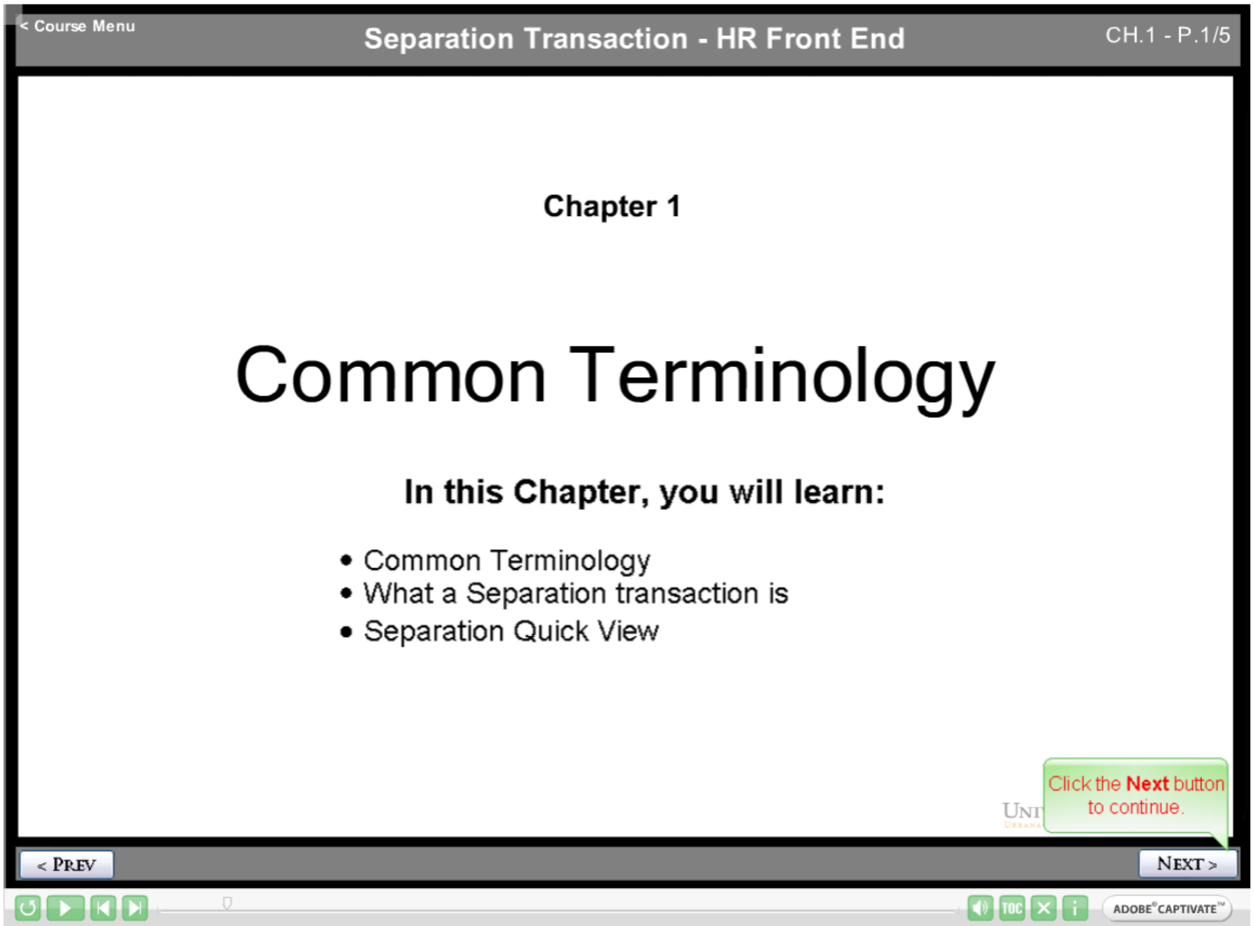
< Course Menu
Separation Transaction - HR Front End
CH.1 - P.1/5
Chapter 1
Common Terminology
In this Chapter, you will learn:
• Common Terminology
• What a Separation transaction is
• Separation Quick View
Click the Next button to continue.
< PREV
NEXT >
TOC
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Separation Wizard - Button Functionality

BUTTON	FUNCTIONALITY
Apply	The **Apply** feature completes the transaction and applies the data to Banner. The User must have **Apply** permissions for this button to be active
Close	The **Close** button enables the user to exit the transaction.
Continue	The **Continue** button is used to proceed through the screens of a Wizard
Delete Transaction	The **Delete Transaction** button is used to delete a transaction from the system.
Print Friendly View	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.
Route	The **Route** feature sends the transaction on to the next stop in the predetermined routing for the transaction.
Save	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)
Send To	The **Send To** feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.

Click the **Next** button to continue.

What is a Separation?

Separation transactions are initiated in the HR Front End when an employee is completely 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 as a rehire.

Click the **Next** button to continue.

Separation Transaction 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

Click the **Next** button to continue.

Chapter 1 Review

In this Chapter, you have learned:

- Common Terminology
- What a Separation transaction is
- Separation Quick View

Click the **Next** button to continue.

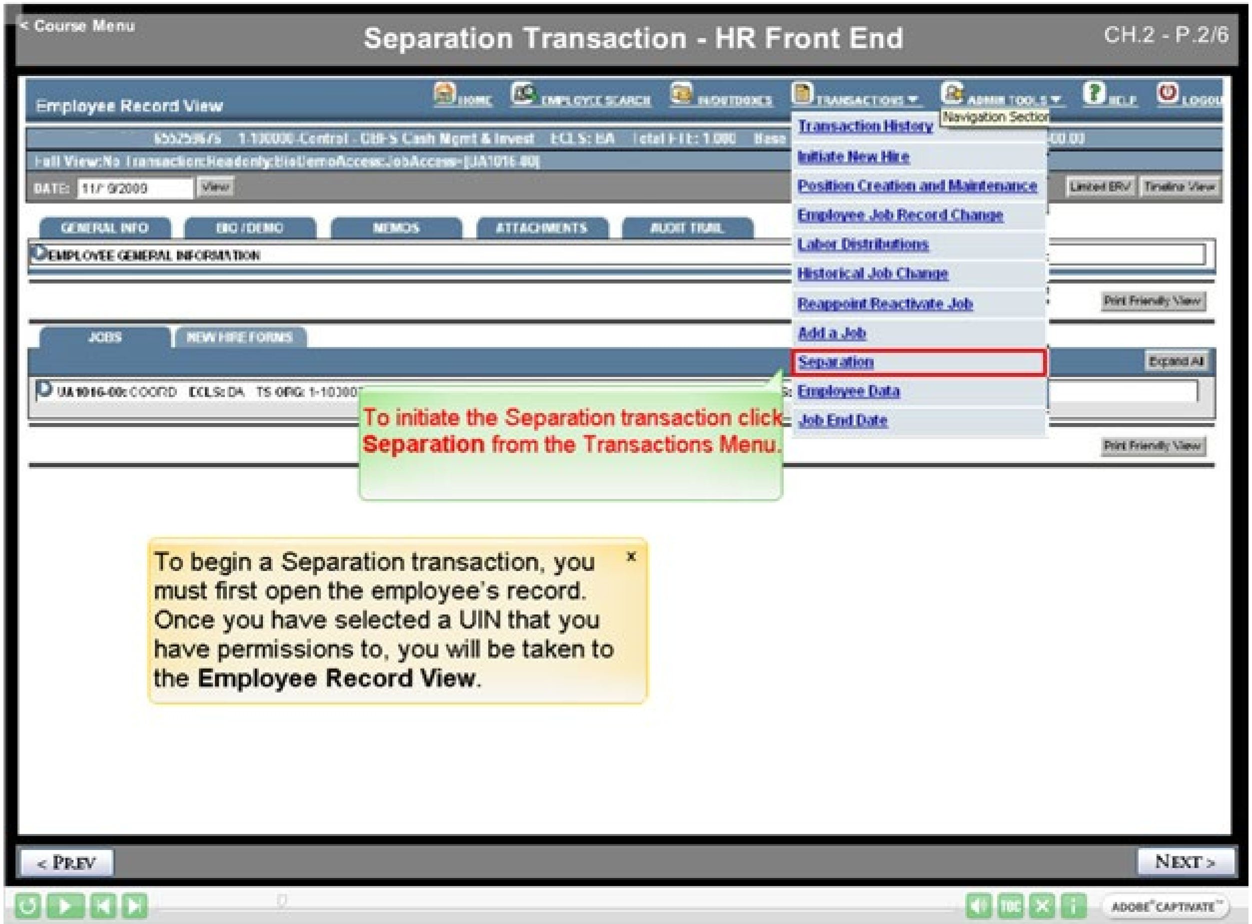
Chapter 2

Initiating a SeparationTransaction

In this Chapter, you will learn:

- How to initiate a Separation transaction
- How to enter the date you wish the person to be separated
- How to select a Separation reason
- How to enter a Separation comment

Click the **Next** button to continue.



< Course Menu
Separation Transaction - HR Front End
CH.2 - P.2/6
Employee Record View
Transaction History
Navigation Section
Initiate New Hire
Position Creation and Maintenance
Employee Job Record Change
Labor Distributions
Historical Job Change
Reappoint Reactivate Job
Add a Job
Separation
Employee Data
Job End Date
To initiate the Separation transaction click **Separation** from the Transactions Menu.
To begin a Separation 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**.
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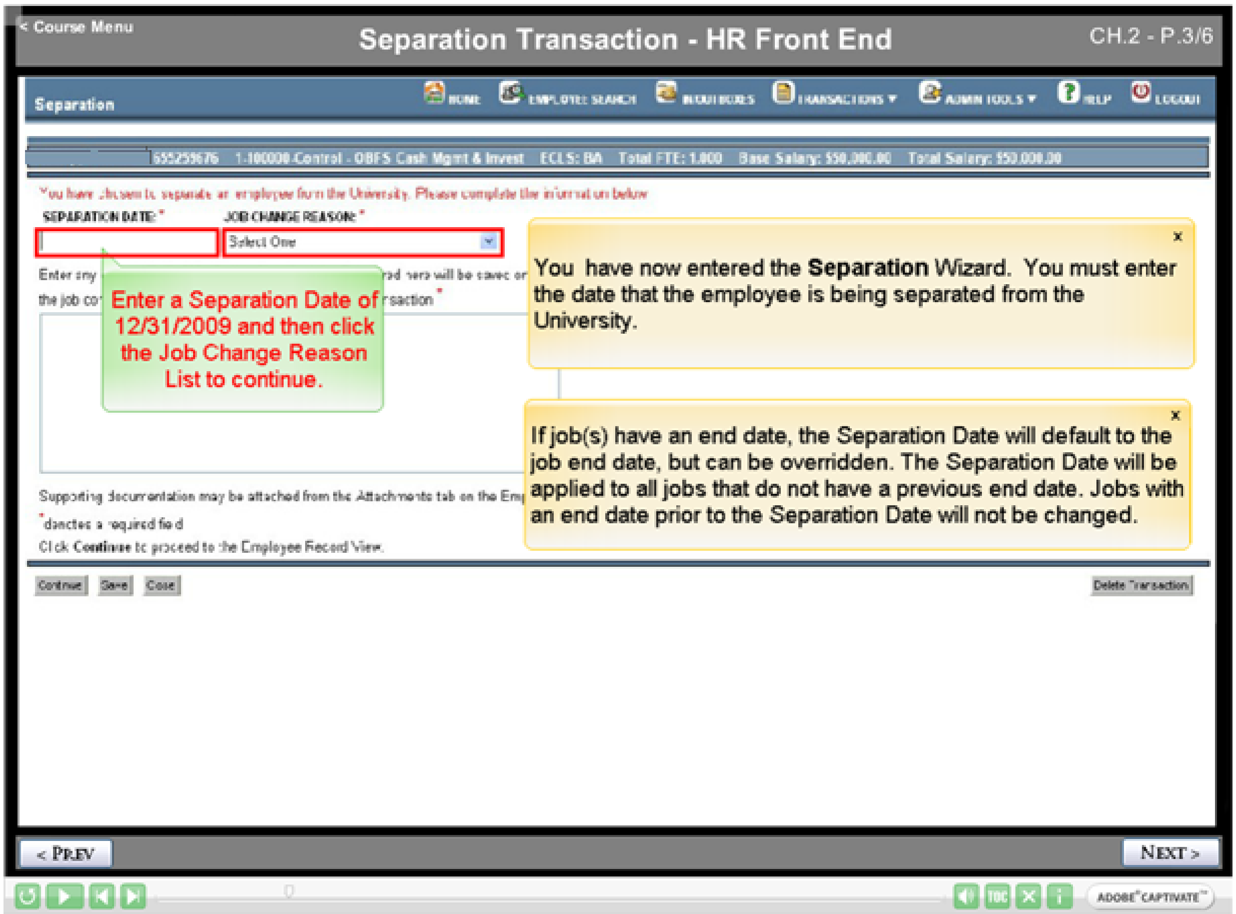

< Course Menu
Separation Transaction - HR Front End
CH.2 - P.3/6
Separation
SEPARATION DATE: *
JOB CHANGE REASON: *
Select One
Enter a Separation Date of 12/31/2009 and then click the Job Change Reason List to continue.
You have now entered the **Separation** Wizard. You must enter the date that the employee is being separated from the University.
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.
Supporting documentation may be attached from the Attachments tab on the Em
*denotes a required field
Click **Continue** to proceed to the Employee Record View.
Continue
Save
Close
Delete Transaction
< PREV
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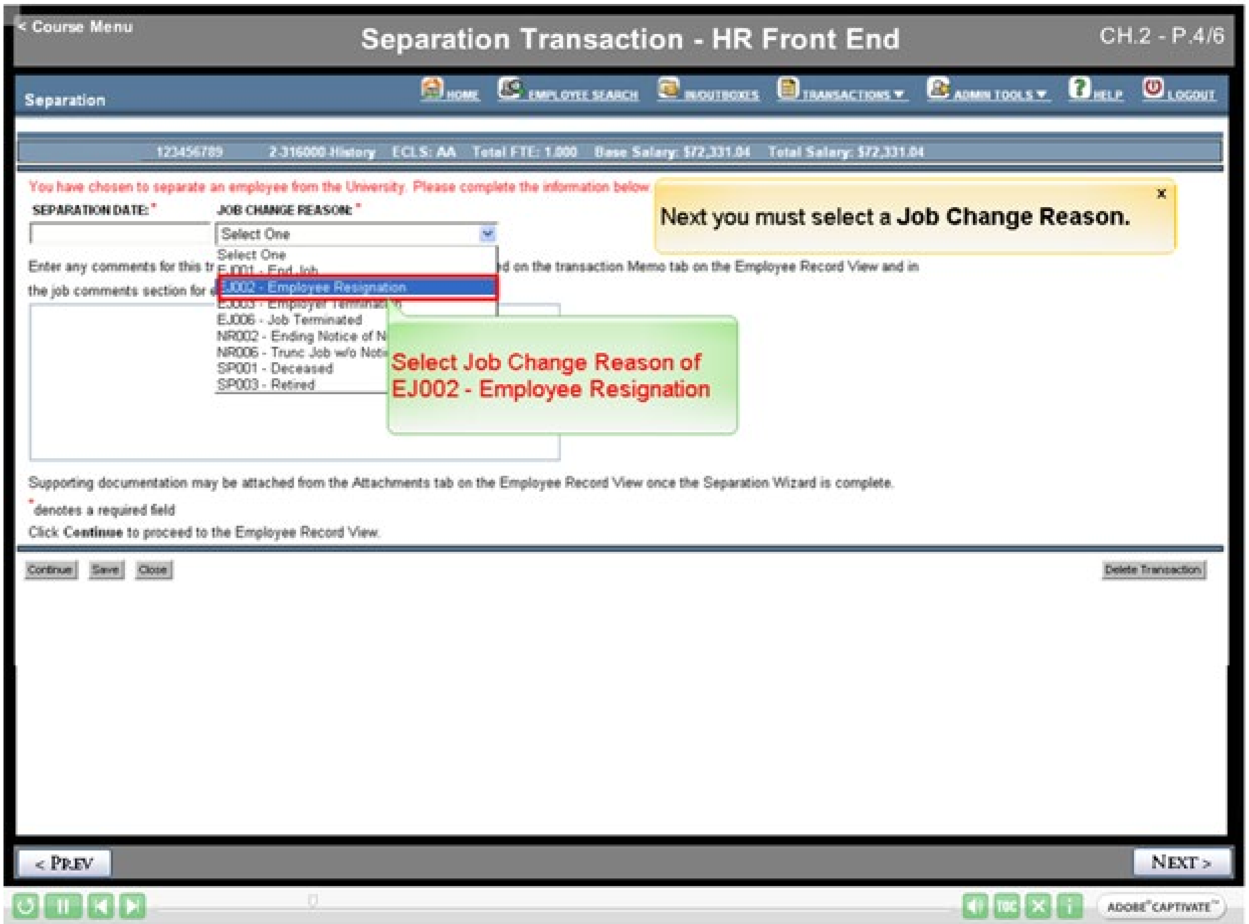

< Course Menu
Separation Transaction - HR Front End
CH.2 - P.4/6
Separation
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
123456789 2-316000-History ECLS: AA Total FTE: 1.000 Base Salary: $72,331.04 Total Salary: $72,331.04
You have chosen to separate an employee from the University. Please complete the information below
SEPARATION DATE:*
JOB CHANGE REASON:*
Select One
Select One
EJ001 - End Job
EJ002 - Employee Resignation
EJ006 - Job Terminated
NR002 - Ending Notice of N
NR006 - Trunc Job w/o Noti
SP001 - Deceased
SP003 - Retired
Enter any comments for this tr
d on the transaction Memo tab on the Employee Record View and in
the job comments section for
Next you must select a Job Change Reason.
Select Job Change Reason of EJ002 - Employee Resignation
Supporting documentation may be attached from the Attachments tab on the Employee Record View once the Separation Wizard is complete.
*denotes a required field
Click Continue to proceed to the Employee Record View.
Continue
Save
Close
Delete Transaction
< PREV
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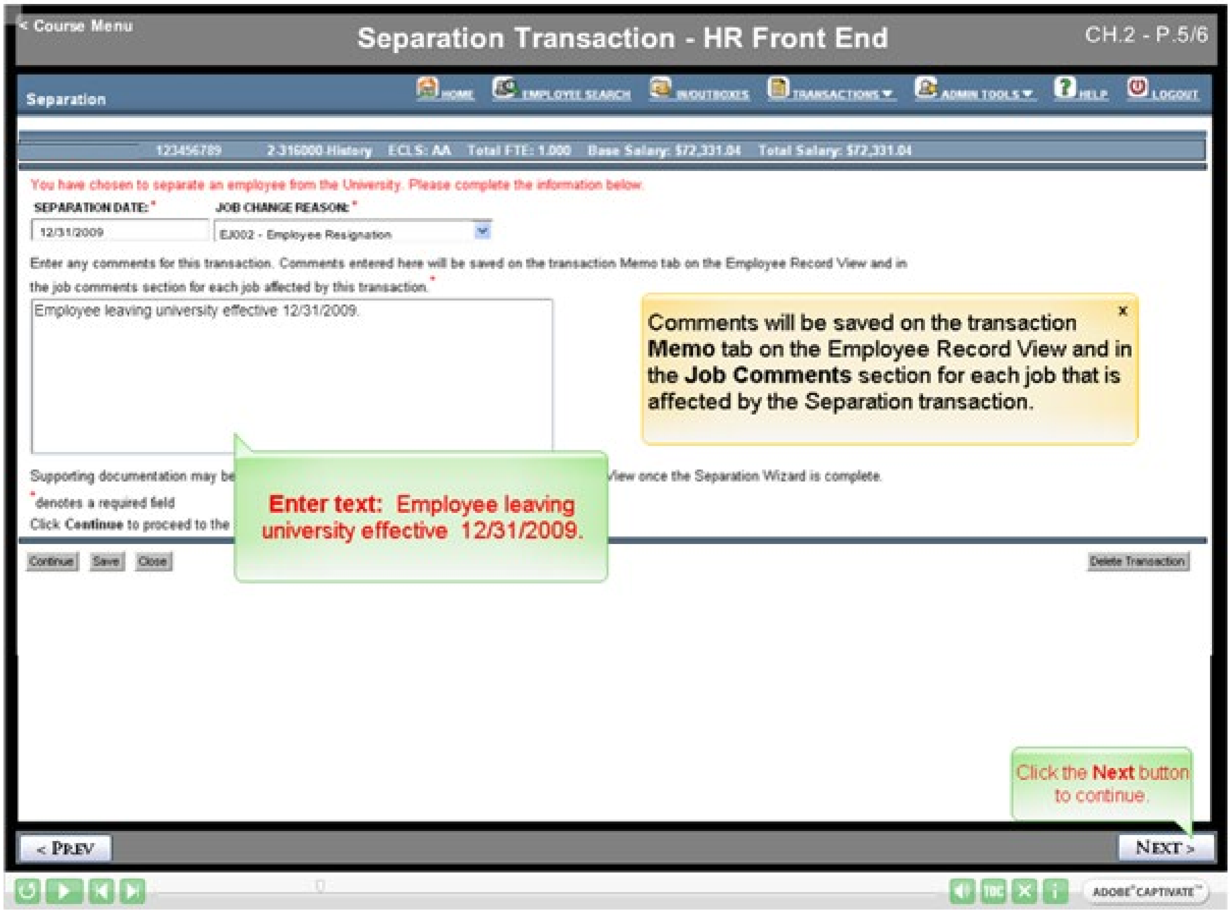
< Course Menu
Separation Transaction - HR Front End
CH.2 - P.5/6
Separation
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
123456789 2-316000-History ECLS: AA Total FTE: 1.000 Base Salary: $72,331.04 Total Salary: $72,331.04
You have chosen to separate an employee from the University. Please complete the information below.
SEPARATION DATE: *
JOB CHANGE REASON: *
12/31/2009
EJ002 - Employee Resignation
Enter any comments for this transaction. Comments entered here will be saved on the transaction Memo tab on the Employee Record View and in the job comments section for each job affected by this transaction. *
Employee leaving university effective 12/31/2009.
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.
Supporting documentation may be
View once the Separation Wizard is complete.
* denotes a required field
Click **Continue** to proceed to the
Enter text: Employee leaving university effective 12/31/2009.
Continue
Save
Close
Delete Transaction
Click the **Next** button to continue.
< PREV
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Chapter 2 Review

In this Chapter, you have learned:

- How to initiate a Separation transaction
- How to enter the date you wish the person to be separated
- How to select a Separation reason
- How to enter a Separation comment

Click the **Next** button to continue.

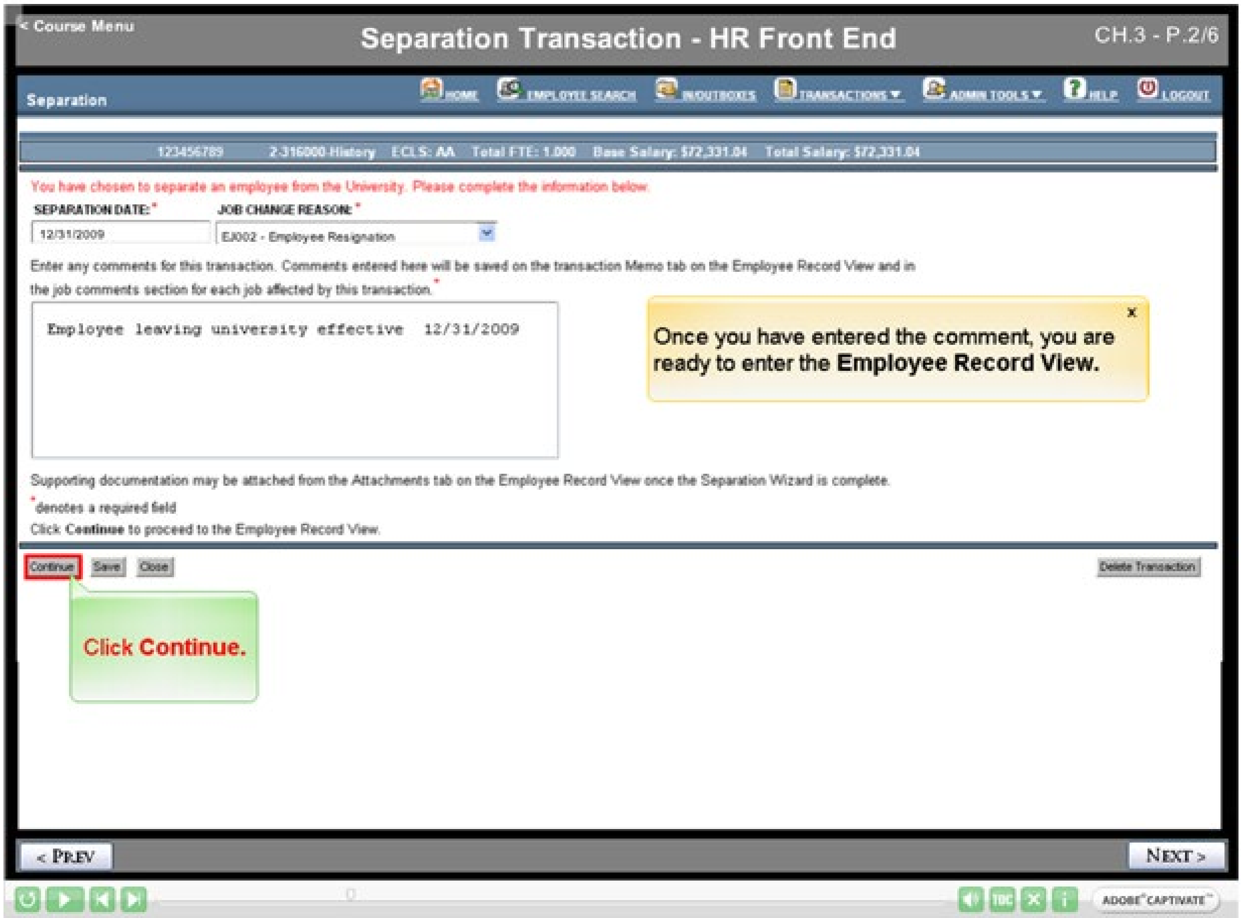
Chapter 3

Reviewing the SeparationTransaction

In this Chapter, you will learn about:

- The Proposed Changes accordion
- Reviewing and editing any information on the Employee Record View
- Routing the transaction

Click the **Next** button to continue.


< Course Menu
Separation Transaction - HR Front End
CH.3 - P.2/6
Separation
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
123456789 2-316000-History ECLS: AA Total FTE: 1.000 Base Salary: $72,331.04 Total Salary: $72,331.04
You have chosen to separate an employee from the University. Please complete the information below.
SEPARATION DATE: *
JOB CHANGE REASON: *
12/31/2009
EJ002 - Employee Resignation
Enter any comments for this transaction. Comments entered here will be saved on the transaction Memo tab on the Employee Record View and in the job comments section for each job affected by this transaction. *
Employee leaving university effective 12/31/2009
Once you have entered the comment, you are ready to enter the Employee Record View.
Supporting documentation may be attached from the Attachments tab on the Employee Record View once the Separation Wizard is complete.
* denotes a required field
Click Continue to proceed to the Employee Record View.
Continue
Save
Close
Delete Transaction
Click Continue.
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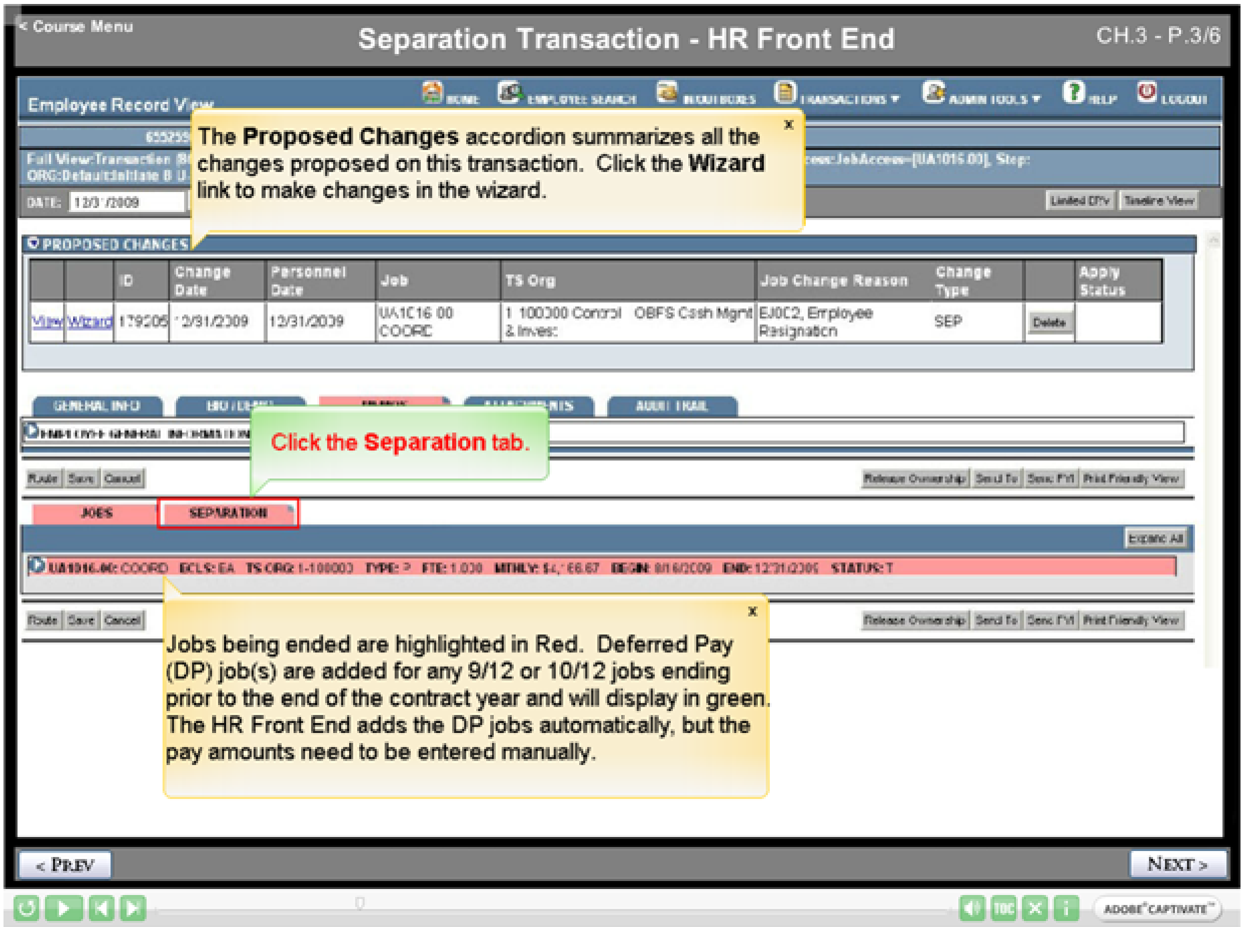

< Course Menu
Separation Transaction - HR Front End
CH.3 - P.3/6
Employee Record View
The **Proposed Changes** accordion summarizes all the changes proposed on this transaction. Click the **Wizard** link to make changes in the wizard.
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
Wizard
12/31/2009
UA1C16 00 COORD
EJ0C2, Employee Resignation
SEP
Delete
GENERAL INFO
AUDIT TRAIL
Click the **Separation** tab.
Route
Save
Cancel
Release Ownership
Print Friendly View
JOBS
SEPARATION
Expand All
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.
< PREV
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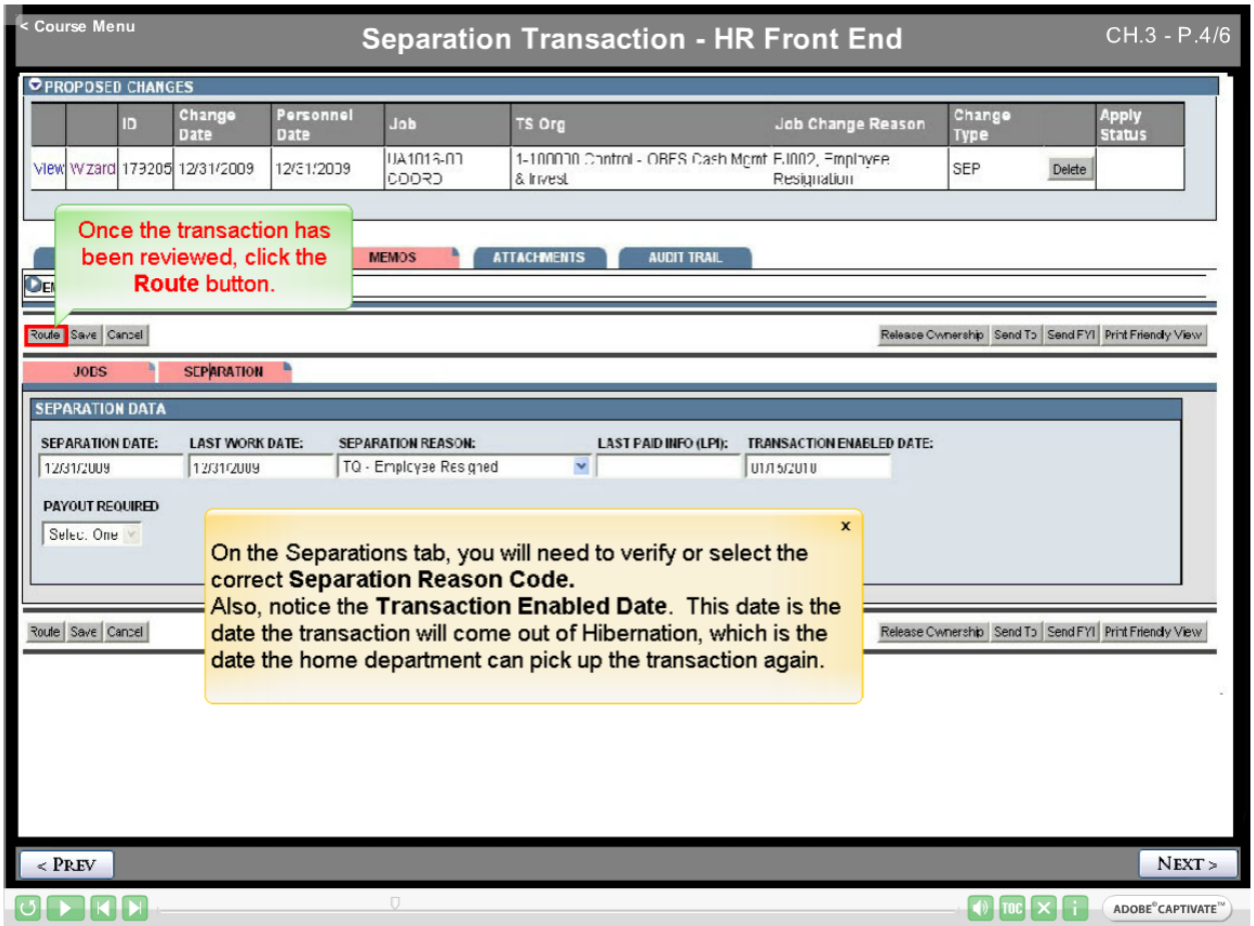
< Course Menu
Separation Transaction - HR Front End
CH.3 - P.4/6
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
Wizard
179205
12/31/2009
SEP
Delete
Once the transaction has been reviewed, click the **Route** button.
MEMOS
ATTACHMENTS
AUDIT TRAIL
Route
Save
Cancel
Release Ownership
Send To
Send FYI
Print Friendly View
JOBS
SEPARATION
SEPARATION DATA
SEPARATION DATE:
LAST WORK DATE:
SEPARATION REASON:
LAST PAID INFO (LPI):
TRANSACTION ENABLED DATE:
12/31/2009
TQ - Employee Resigned
01/15/2010
PAYOUT REQUIRED
Select One
On the Separations tab, you will need to verify or select the correct **Separation Reason Code.**
Also, notice the **Transaction Enabled Date**. This date is the date the transaction will come out of Hibernation, which is the date the home department can pick up the transaction again.
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TOC
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Separation Transaction - HR Front End
CH.3 - P.5/6
Employee Record View
Once the transaction has been routed you will get a success routing message.
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
179205
12/31/2009
12/01/2009
UA1015-CO COORD
EJ002, Employee Resignation
GENERAL INFO
MEMOS
ATTACHMENTS
EMPLOYEE GENERAL INFORMATION
Print Friendly View
JOBS
SEPARATION
SEPARATION DATA
SEPARATION DATE:
LAST WORK DATE:
SEPARATION REASON:
LAST PAID INFO (LPI):
TRANSACTION ENABLED DATE:
12/31/2009
TQ - Employee Resigned
01/15/2010
PAYOUT REQUIRED
Select One
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE

Chapter 3 Review

In this Chapter, you learned about:

- The Proposed Changes accordion
- Reviewing and editing any information on the Employee Record View
- Routing the transaction

Click the **Next** button to continue.

Chapter 4

Reviewing the Transaction at the College Level

In this Chapter, you will learn:

- How to locate and take ownership of the transaction from the Group Inboxes
- How to review the transaction
- How to route the transaction to the next stop in the pre-determined routing path

Click the **Next** button to continue.


< Course Menu
Separation Transaction - HR Front End
CH.4 - P.2/6
In/Outboxes
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Refresh List
Take Ownership
Release Ownership
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Complete
2296 9375 COLLEGE:Default:Review A C-2-FT-*-* (2296:9375) SEPARATION 123456789
Separation transactions will be routed to an Org Review for all Orgs that own effected jobs, the Home College, and the Campus.
Once the transaction has been routed to the College level, it will show up in the Group Inbox for those with the appropriate permissions.
Double-click the transaction.
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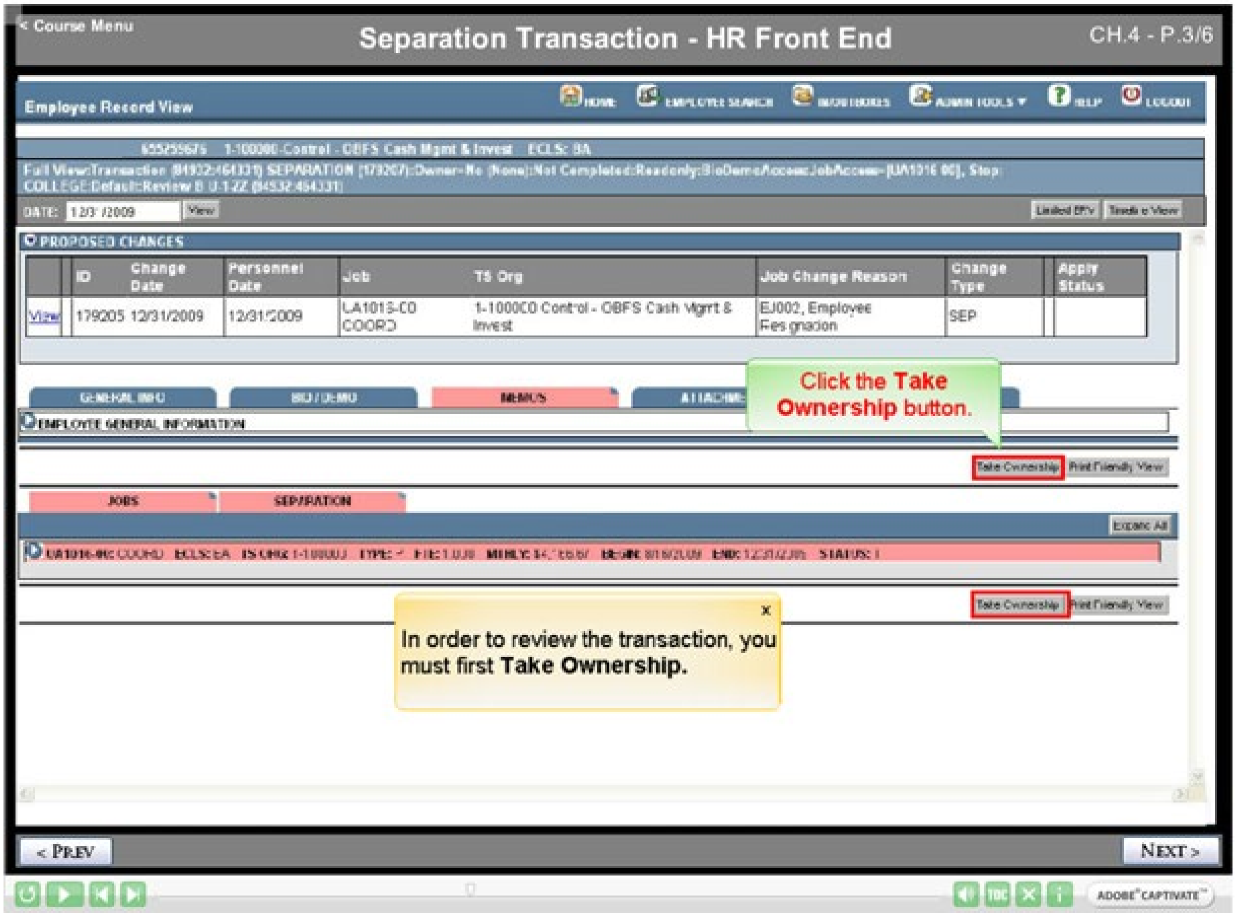

< Course Menu
Separation Transaction - HR Front End
CH.4 - P.3/6
Employee Record View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
179205
12/31/2009
12/31/2009
UA1016-00 COORD
1-100000 Control - OBFS Cash Mgmt & Invest
EJ002, Employee Resignation
SEP
EMPLOYEE GENERAL INFORMATION
Click the Take Ownership button.
Take Ownership
Print Friendly View
JOBS
SEPARATION
Expand All
In order to review the transaction, you must first Take Ownership.
< PREV
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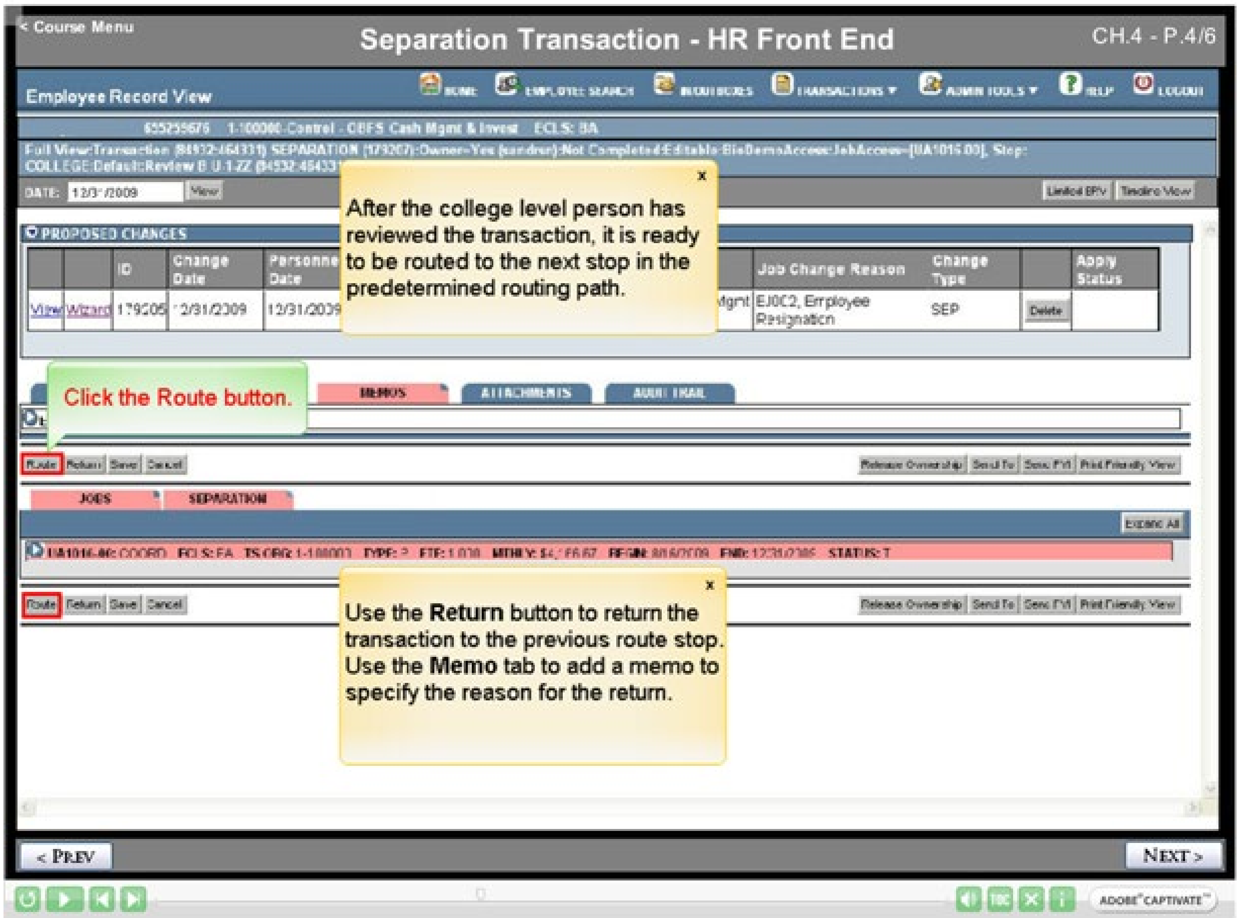
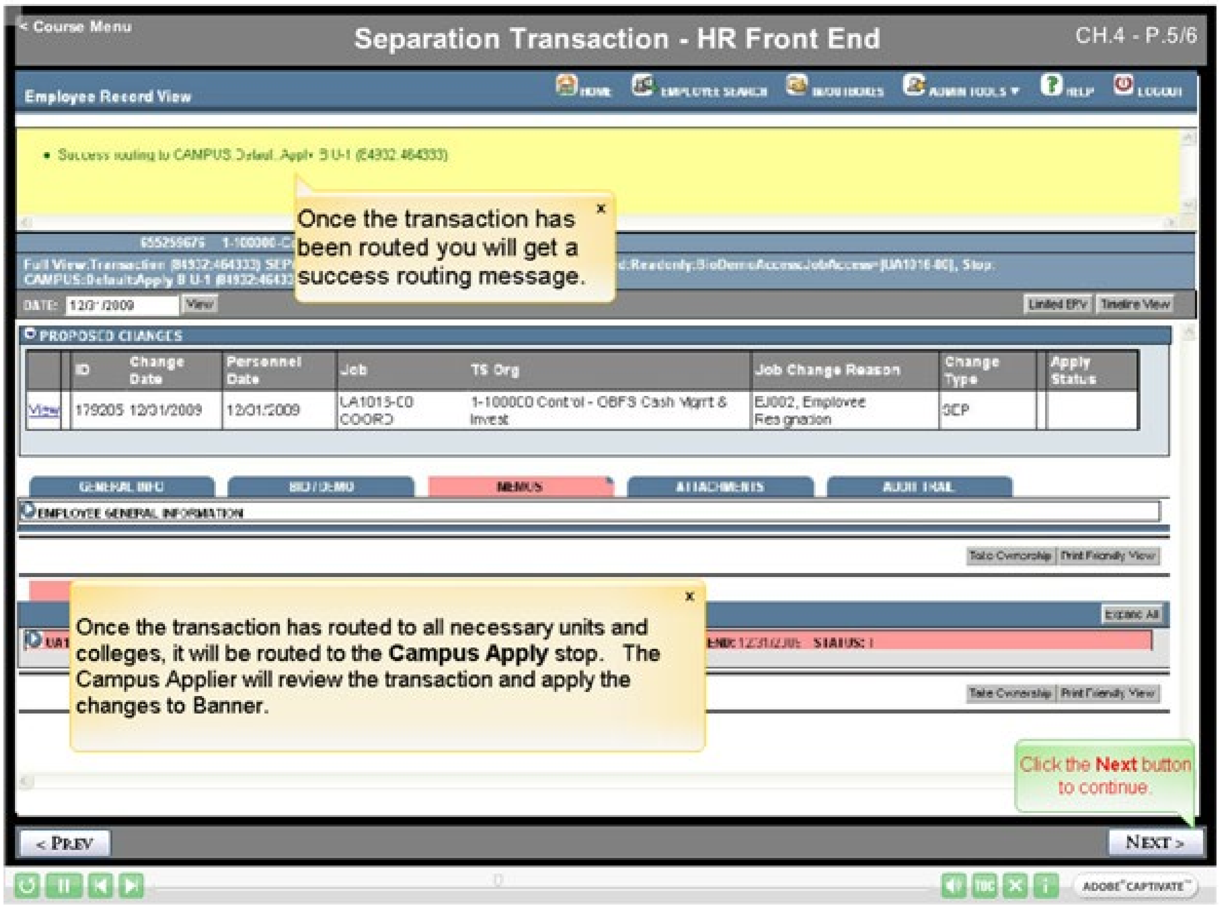
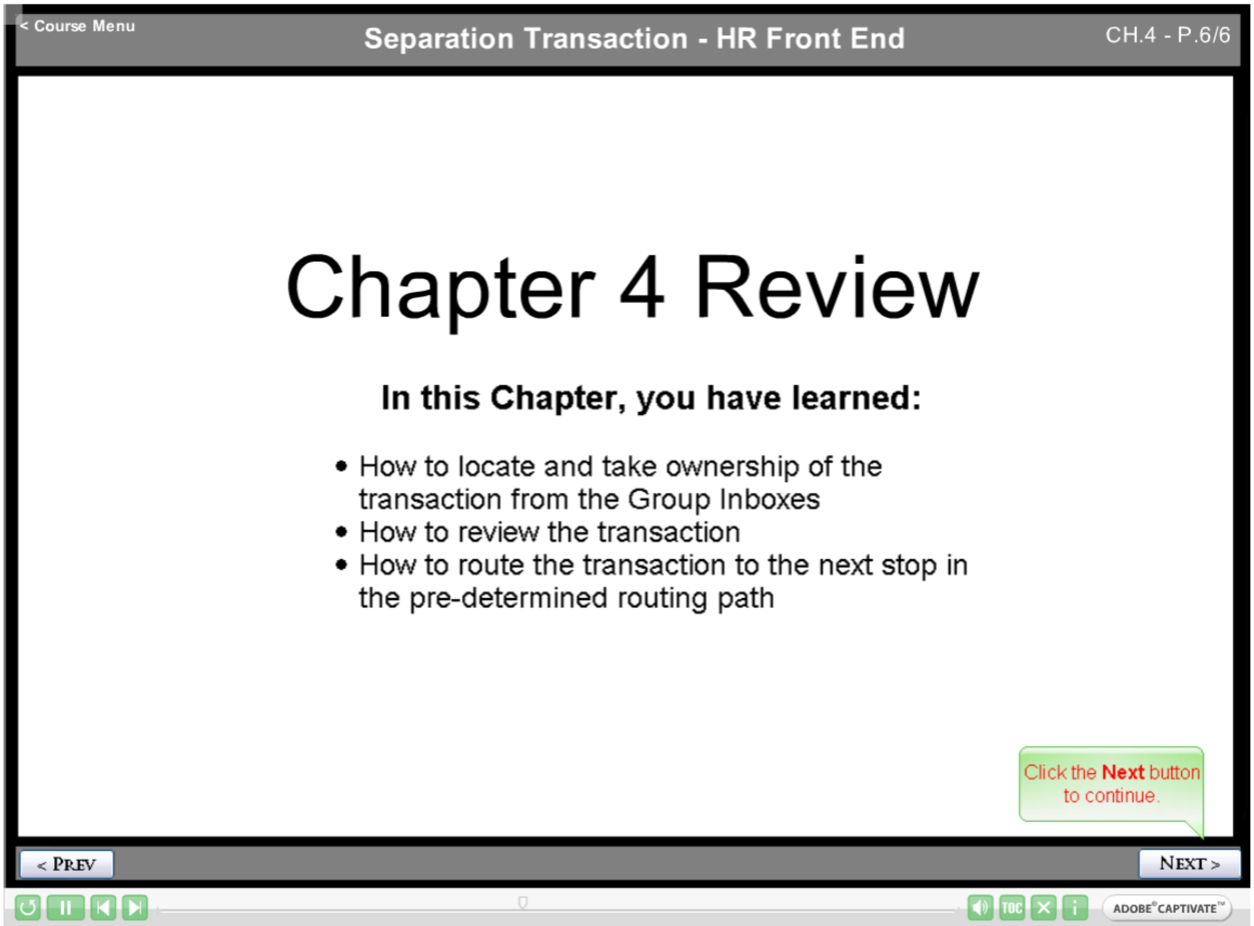

< Course Menu
Separation Transaction - HR Front End
CH.4 - P.4/6
Employee Record View
After the college level person has reviewed the transaction, it is ready to be routed to the next stop in the predetermined routing path.
Click the Route button.
Use the **Return** button to return the transaction to the previous route stop. Use the **Memo** tab to add a memo to specify the reason for the return.
< PREV
NEXT >



< Course Menu
Separation Transaction - HR Front End
CH.4 - P.5/6
Employee Record View
HOME
EMPLOYEE SEARCH
ADMIN TOOLS
HELP
LOGOUT
Once the transaction has been routed you will get a success routing message.
DATE: 12/31/2009
View
Limited EPV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
179205
12/31/2009
12/01/2009
UA1015-C0 COORD
1-1000C0 Control - OBFS Cash Mgmt & Invest
EJ002, Employee Resignation
SEP
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Take Ownership
Print Friendly View
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.
Expand All
STATUS:
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Separation Transaction - HR Front End
CH.4 - P.6/6
Chapter 4 Review
In this Chapter, you have learned:
• How to locate and take ownership of the transaction from the Group Inboxes
• How to review the transaction
• How to route the transaction to the next stop in the pre-determined routing path
Click the Next button to continue.
< PREV
NEXT >
TOC
ADOBE® CAPTIVATE™

Chapter 5

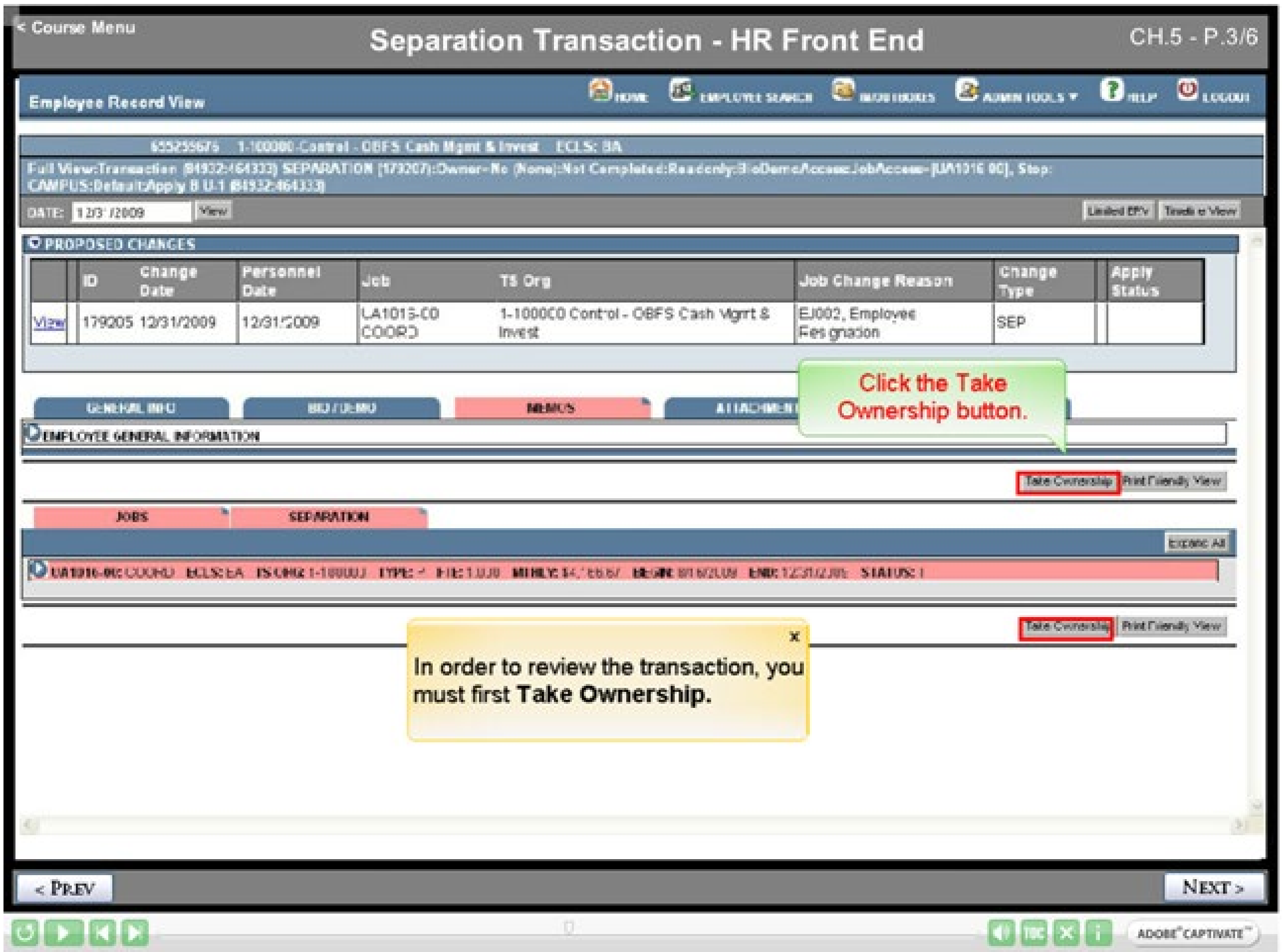
Applying the Transaction at the Campus Level

In this Chapter, you will learn:

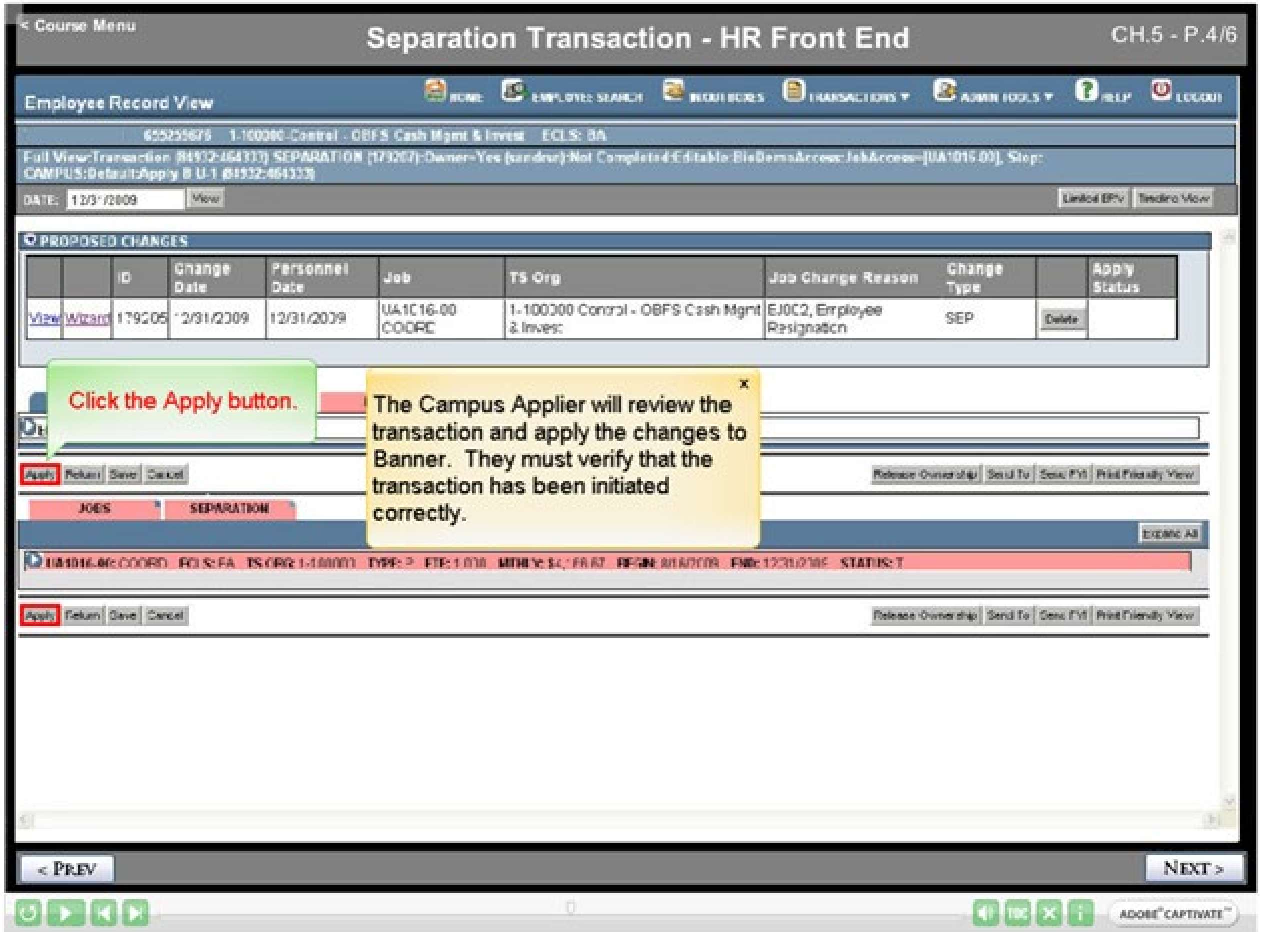
- How to locate and take ownership of the transaction from the Group Inboxes
- How to review the transaction
- How to apply the transaction

Click the **Next** button to continue.


< Course Menu
Separation Transaction - HR Front End
CH.5 - P.2/6
In/Outboxes
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Transactions
MY INBOX
GROUP INBOXES
MY OUTBOX
GROUP OUTBOXES
PERSONAL PRESET IN USE:
- None -
>>Show Filter and Preset Chooser<<
CRITERIA FOR LISTED TRANSACTIONS:
Route Stop Role:
E-Group:
College:
Route Stop Level:
Campus:
Department:
Transaction Type:
COA:
Organization:
Refresh List
Take Ownership
Release Ownership
Select
Select
Tran ID
Stop ID
Route Stop
Tran Type
UIN
Last Name
First Name
Empl Group
Home Org
Owned By
Complete
2296 9385 CAMPUS:Default:Apply A C-2-*-*-* (2296:9385) SEPARATION 123456789
Double-click the transaction.
Once the transaction has been routed to the Campus level, it will show up in the Group Inbox for those with the appropriate permissions.
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
Separation Transaction - HR Front End
CH.5 - P.3/6
Employee Record View
PROPOSED CHANGES
Click the Take Ownership button.
Take Ownership
Print Friendly View
JOBS
SEPARATION
In order to review the transaction, you must first **Take Ownership.**
< PREV
NEXT >



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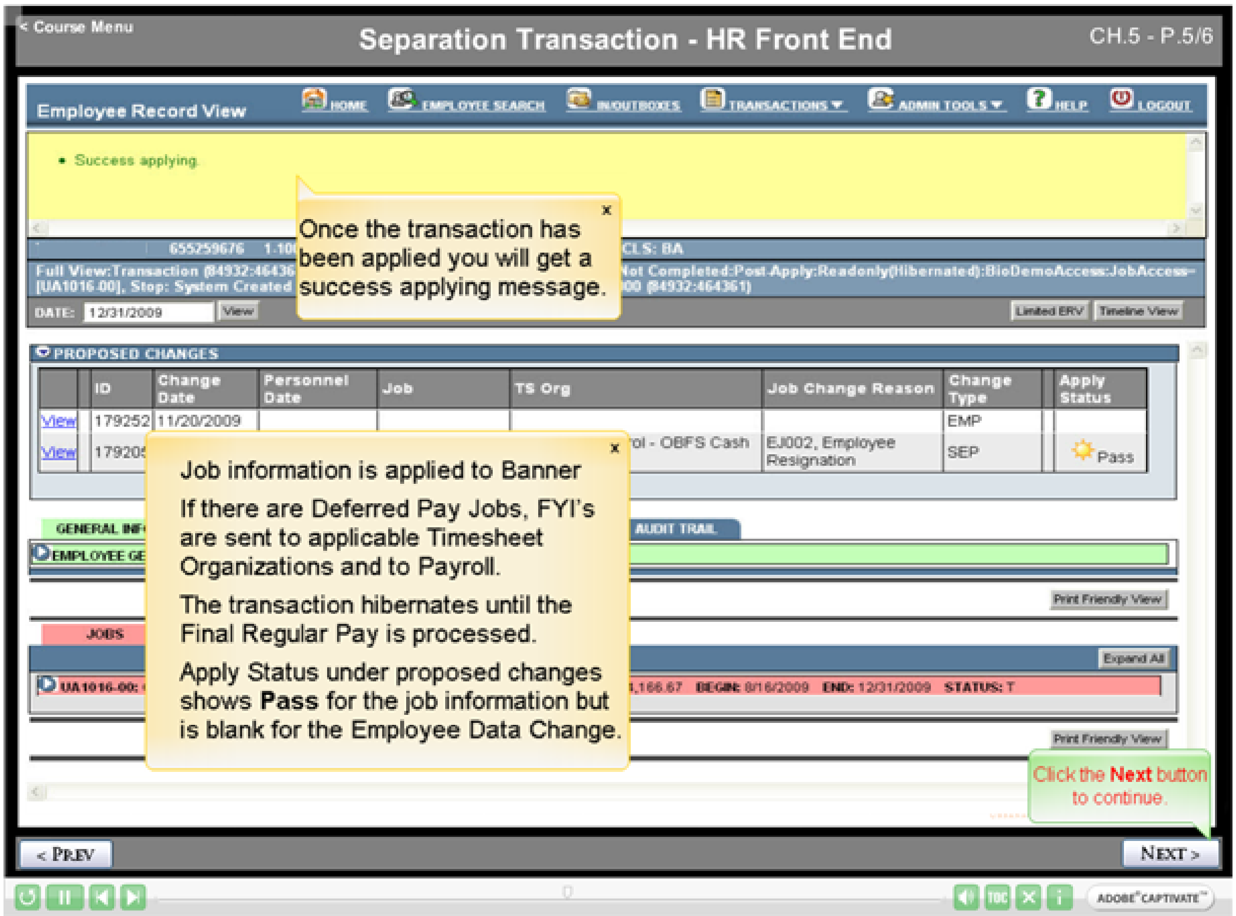
Separation Transaction - HR Front End
CH.5 - P.4/6
Employee Record View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
Wizard
12/31/2009
1-100000 Control - OBFS Cash Mgmt & Invest
EJ002, Employee Resignation
SEP
Delete
Click the Apply button.
The Campus Applier will review the transaction and apply the changes to Banner. They must verify that the transaction has been initiated correctly.
Apply
Return
Save
Cancel
JOBS
SEPARATION
< PREV
NEXT >



< Course Menu
Separation Transaction - HR Front End
CH.5 - P.5/6
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Success applying.
Once the transaction has been applied you will get a success applying message.
655259676
CLS: BA
Full View:Transaction (84932:46436
[UA1016-00], Stop: System Created
Not Completed:Post-Apply:Readonly(Hibernated):BioDemoAccess:JobAccess-
(84932:464361)
DATE: 12/31/2009
View
Limited ERV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
179252
11/20/2009
EMP
View
179205
ol - OBFS Cash
EJ002, Employee Resignation
SEP
Pass
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** for the job information but is blank for the Employee Data Change.
GENERAL INF
AUDIT TRAIL
EMPLOYEE GE
Print Friendly View
JOBS
Expand All
UA1016-00:
1,166.67
BEGIN: 8/16/2009
END: 12/31/2009
STATUS: T
Print Friendly View
Click the **Next** button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE

Chapter 5 Review

In this Chapter, you have learned:

- How to locate and take ownership of the transaction from the Group Inboxes
- How to review the transaction
- How to apply the transaction

Click the **Next** button to continue.

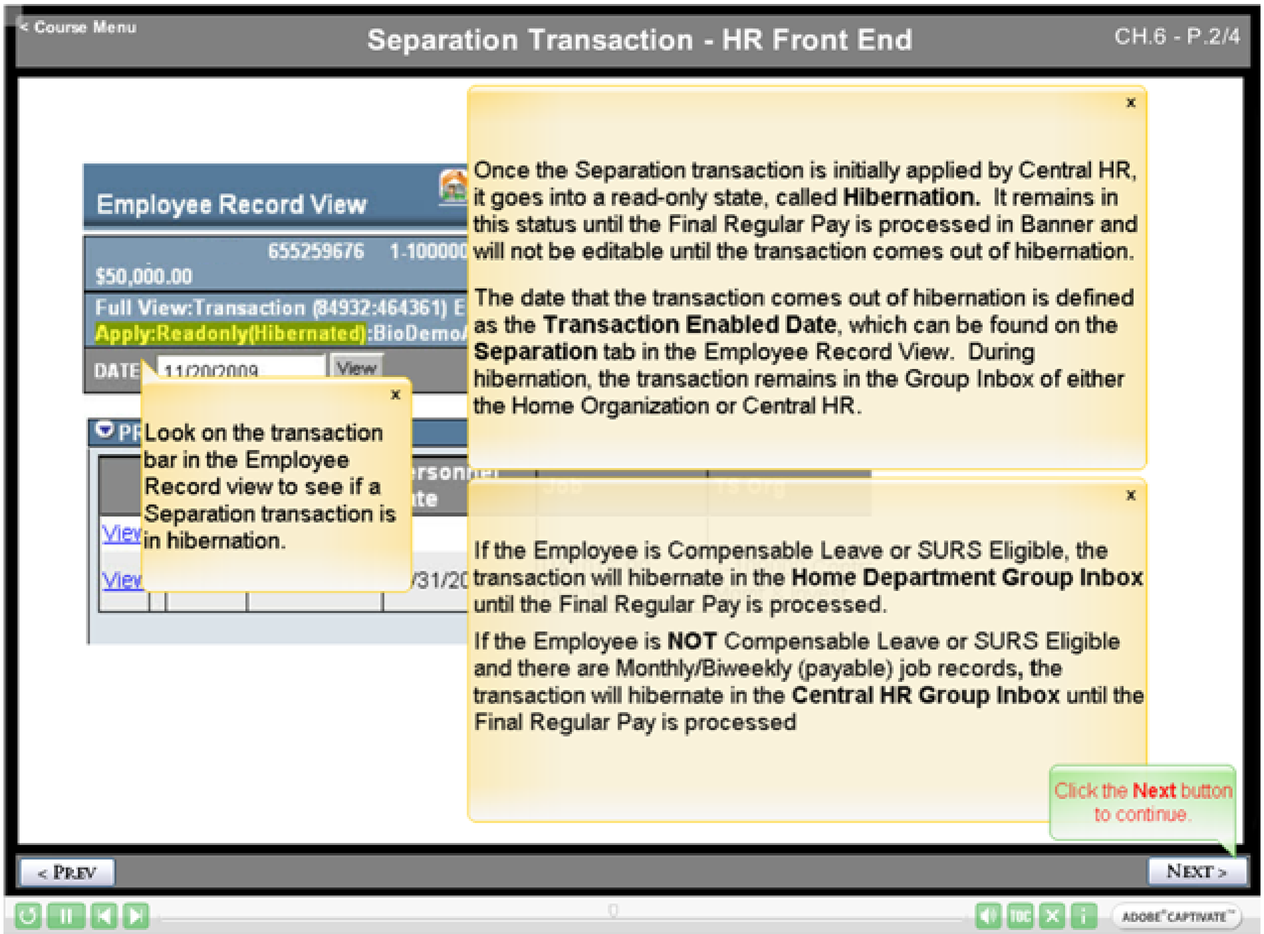
Chapter 6:

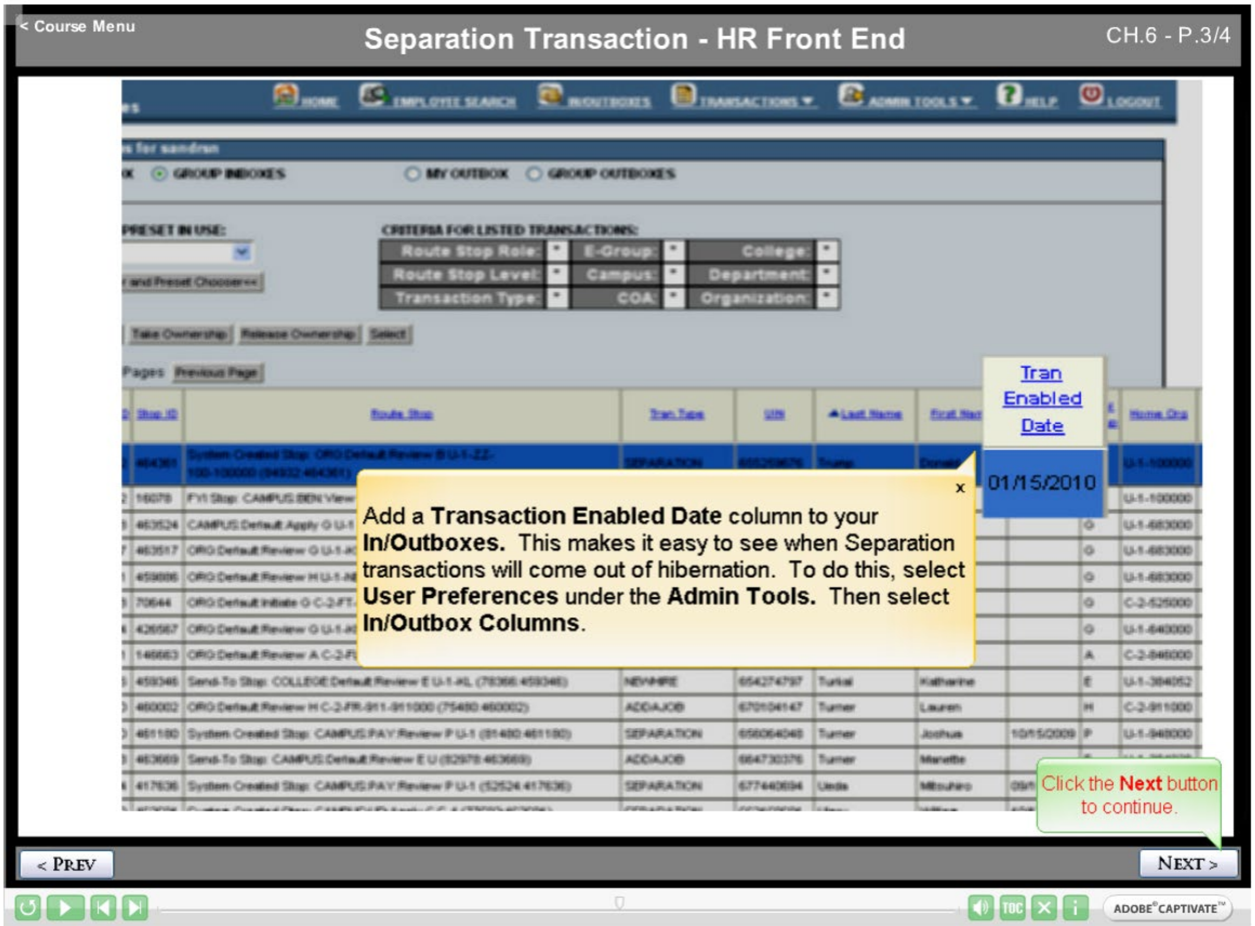
Hibernation Defined

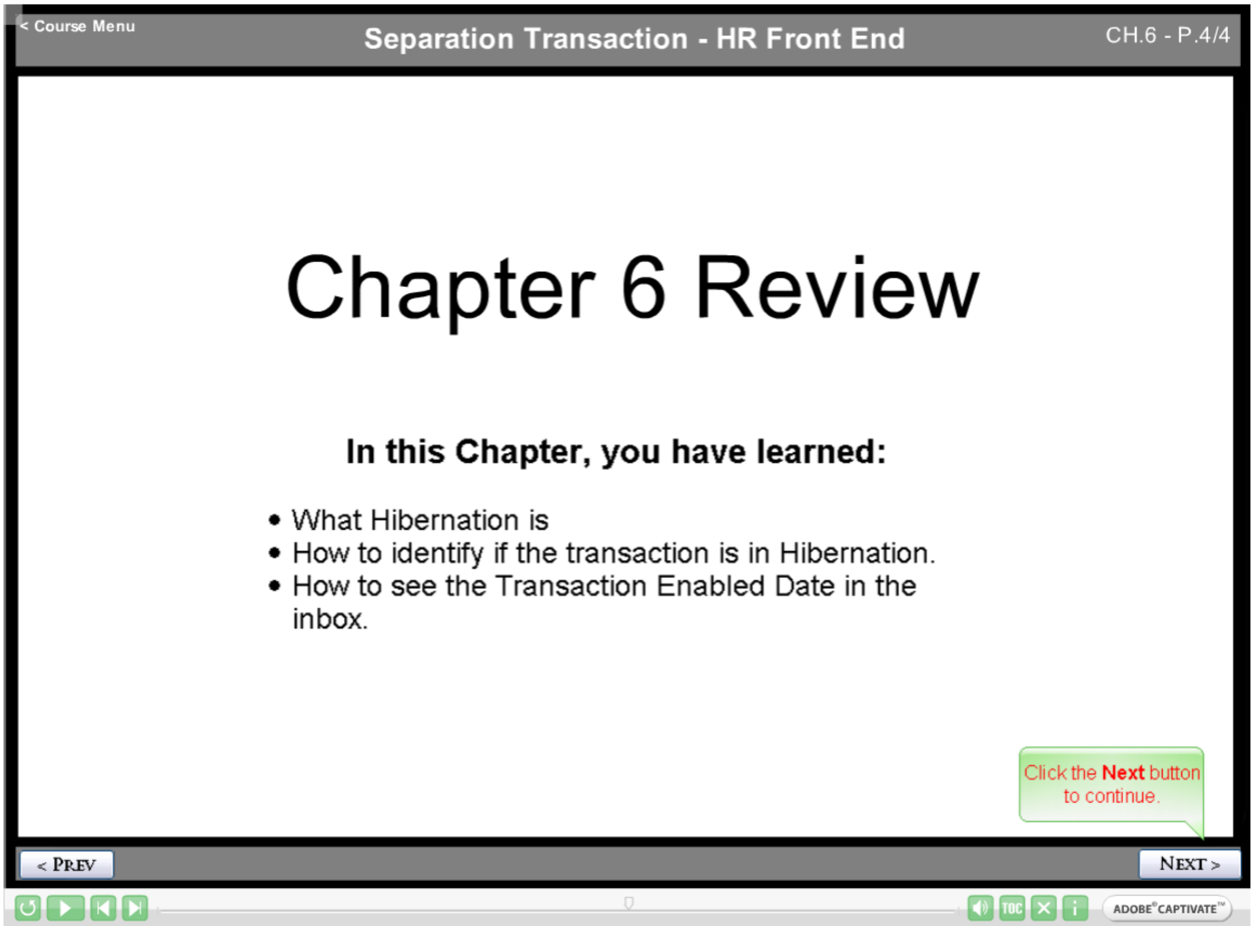
In this Chapter, you will learn:

- What Hibernation is
- How to identify if the transaction is in Hibernation
- How to see the Transaction Enabled Date in the inbox

Click the **Next** button to continue.


< Course Menu
Separation Transaction - HR Front End
CH.6 - P.2/4
Employee Record View
655259676 1-100000
$50,000.00
Full View:Transaction (84932:464361) E
Apply:Readonly(Hibernated):BioDemo
DATE 11/20/2009 View
Look on the transaction bar in the Employee Record view to see if a Separation transaction is in 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, the transaction will hibernate in the **Central HR Group Inbox** until the Final Regular Pay is processed
Click the **Next** button to continue.
< Prev
Next >
ADOBE CAPTIVATE


< Course Menu
Separation Transaction - HR Front End
CH.6 - P.3/4
Tran Enabled Date
01/15/2010
x
Add a **Transaction Enabled Date** column to your **In/Outboxes.** This makes it easy to see when Separation transactions will come out of hibernation. To do this, select **User Preferences** under the **Admin Tools.** Then select **In/Outbox Columns**.
Click the **Next** button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
Separation Transaction - HR Front End
CH.6 - P.4/4
Chapter 6 Review
In this Chapter, you have learned:
• What Hibernation is
• How to identify if the transaction is in Hibernation.
• How to see the Transaction Enabled Date in the inbox.
Click the Next button to continue.
< PREV
NEXT >
TOC
ADOBE® CAPTIVATE™

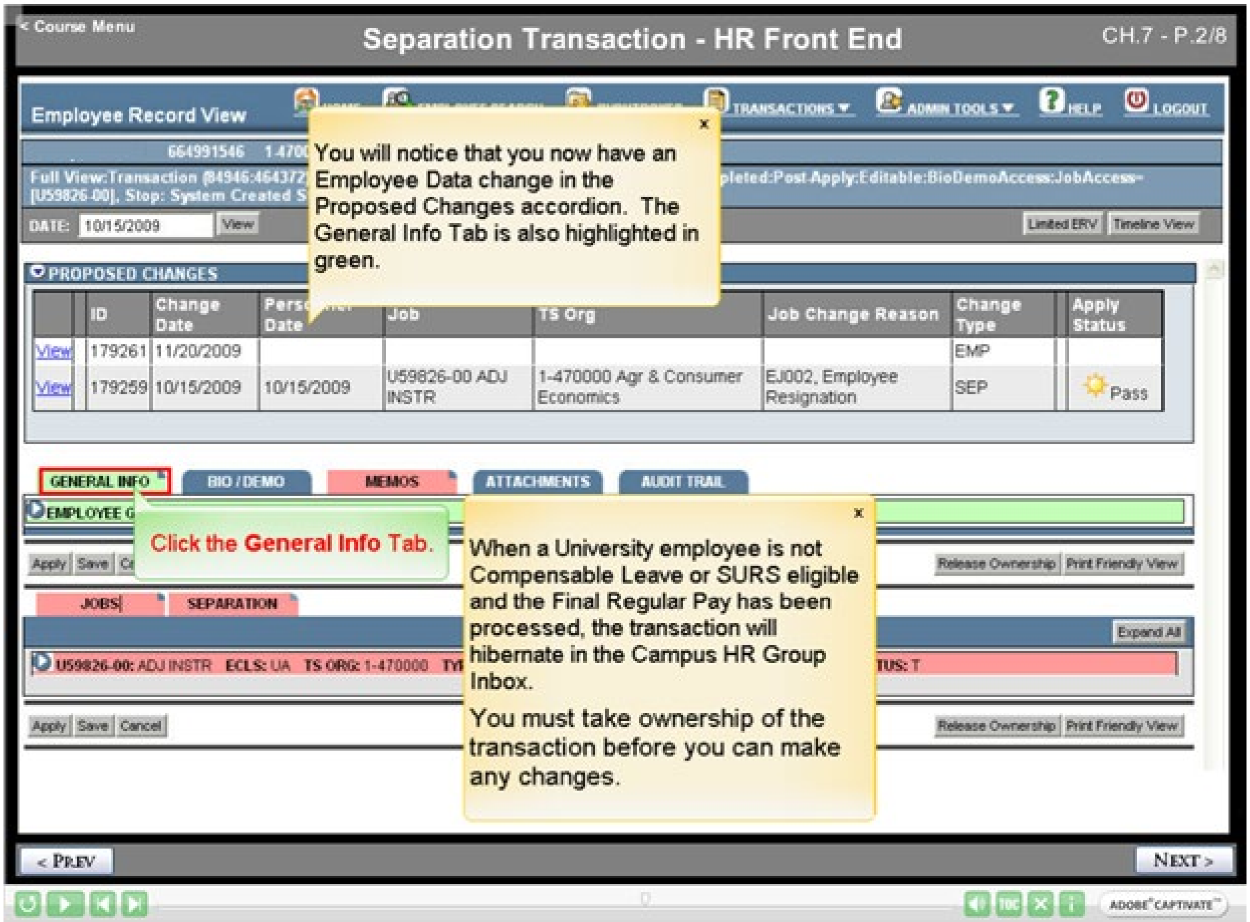
Chapter 7:

Post-apply Process for Employees who are NOT Compensable Leave or SURS Eligible

In this Chapter, you will learn:

- How to review the transaction
- How to answer the Payout Required question
- How to successfully apply the transaction to Banner

Click the **Next** button to continue.



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Separation Transaction - HR Front End
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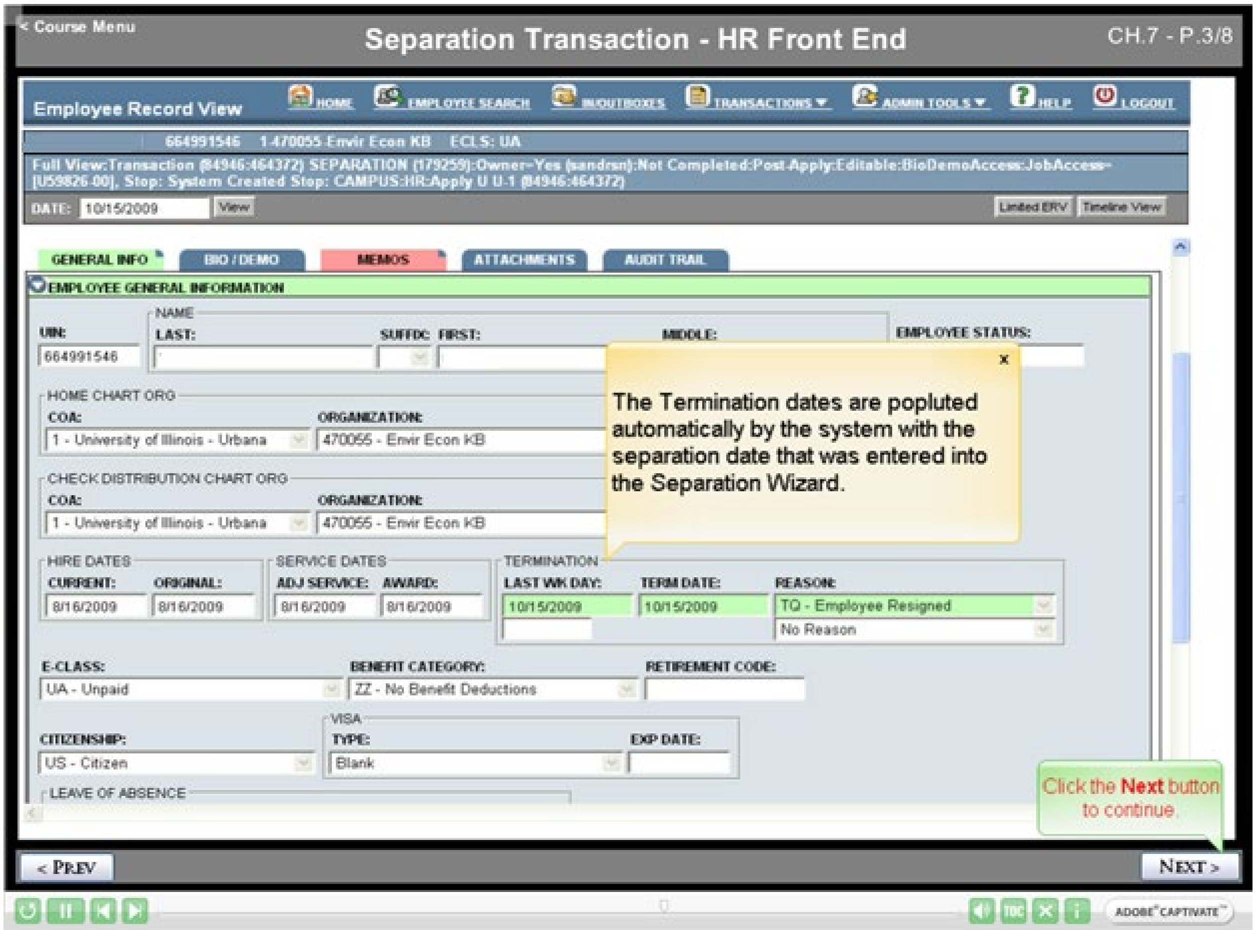
Employee Record View
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
664991546
Full View:Transaction (84946:464372
[U59826-00], Stop: System Created S
pleted:Post Apply:Editable:BioDemoAccess:JobAccess=
DATE: 10/15/2009
View
Limited ERV
Timeline View
You will notice that you now have an Employee Data change in the Proposed Changes accordion. The General Info Tab is also highlighted in green.
PROPOSED CHANGES
ID
Change Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View
179261
11/20/2009
EMP
View
179259
10/15/2009
10/15/2009
U59826-00 ADJ INSTR
1-470000 Agr & Consumer Economics
EJ002, Employee Resignation
SEP
Pass
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
Click the General Info Tab.
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.
You must take ownership of the transaction before you can make any changes.
Apply
Save
Cancel
Release Ownership
Print Friendly View
JOBS
SEPARATION
Expand All
U59826-00: ADJ INSTR ECLS: UA TS ORG: 1-470000
< PREV
NEXT >
ADOBE CAPTIVATE



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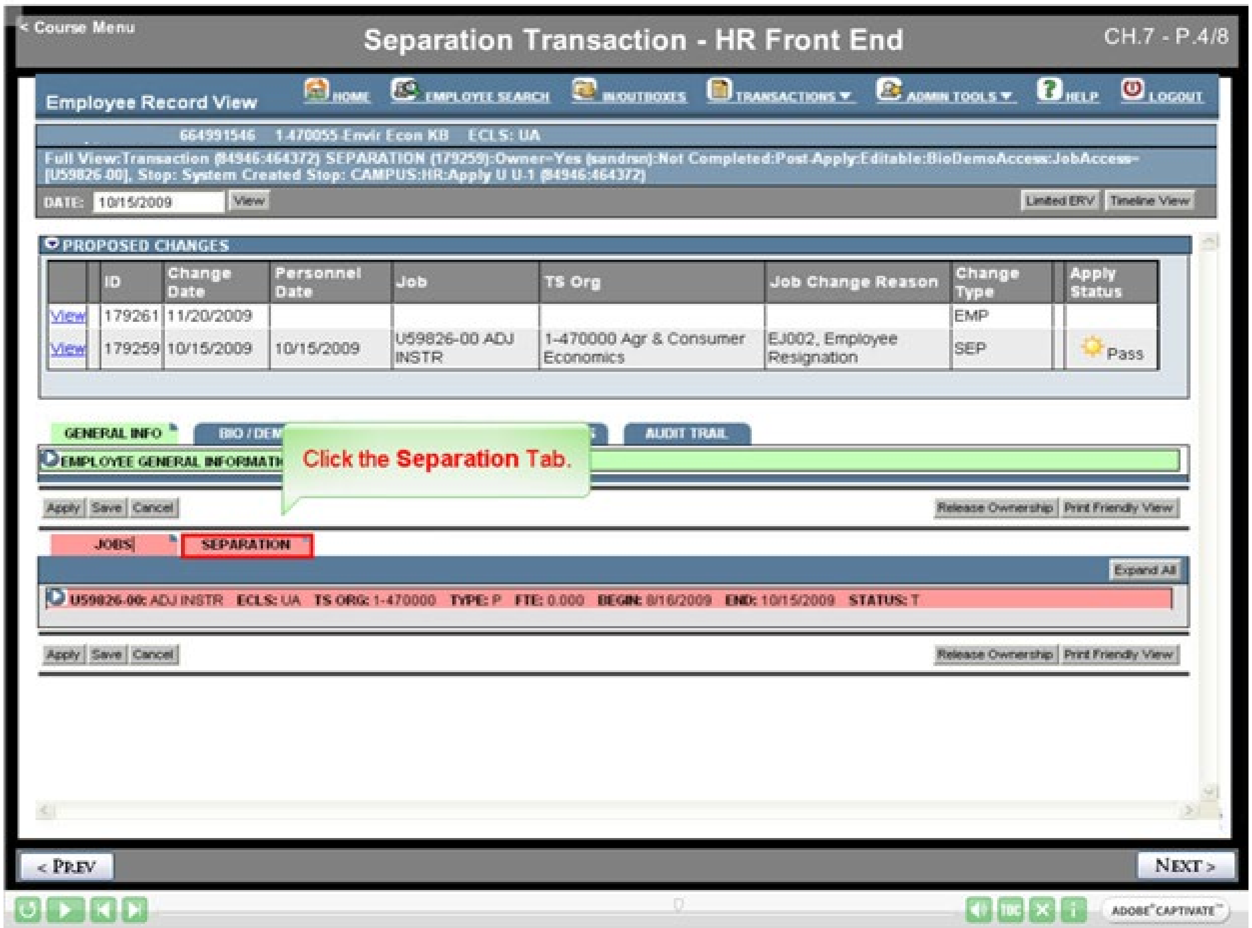
Separation Transaction - HR Front End
CH.7 - P.3/8
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
664991546 1-470055-Envir Econ KB ECLS: UA
Full View:Transaction (84946:464372) SEPARATION (179259):Owner=Yes (sandrsn):Not Completed:Post-Apply:Editable:BioDemoAccess:JobAccess=[U59826-00], Stop: System Created Stop: CAMPUS:HR:Apply U U-1 (84946:464372)
DATE: 10/15/2009 View
Limited ERV Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
NAME
UIN: 664991546
LAST:
SUFFIX:
FIRST:
MIDDLE:
EMPLOYEE STATUS:
HOME CHART ORG
COA: 1 - University of Illinois - Urbana
ORGANIZATION: 470055 - Envir Econ KB
CHECK DISTRIBUTION CHART ORG
COA: 1 - University of Illinois - Urbana
ORGANIZATION: 470055 - Envir Econ KB
The Termination dates are popluted automatically by the system with the separation date that was entered into the Separation Wizard.
HIRE DATES
CURRENT: 8/16/2009
ORIGINAL: 8/16/2009
SERVICE DATES
ADJ SERVICE: 8/16/2009
AWARD: 8/16/2009
TERMINATION
LAST WK DAY: 10/15/2009
TERM DATE: 10/15/2009
REASON: TQ - Employee Resigned
No Reason
E-CLASS: UA - Unpaid
BENEFIT CATEGORY: ZZ - No Benefit Deductions
RETIREMENT CODE:
VISA
CITIZENSHIP: US - Citizen
TYPE: Blank
EXP DATE:
LEAVE OF ABSENCE
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
Separation Transaction - HR Front End
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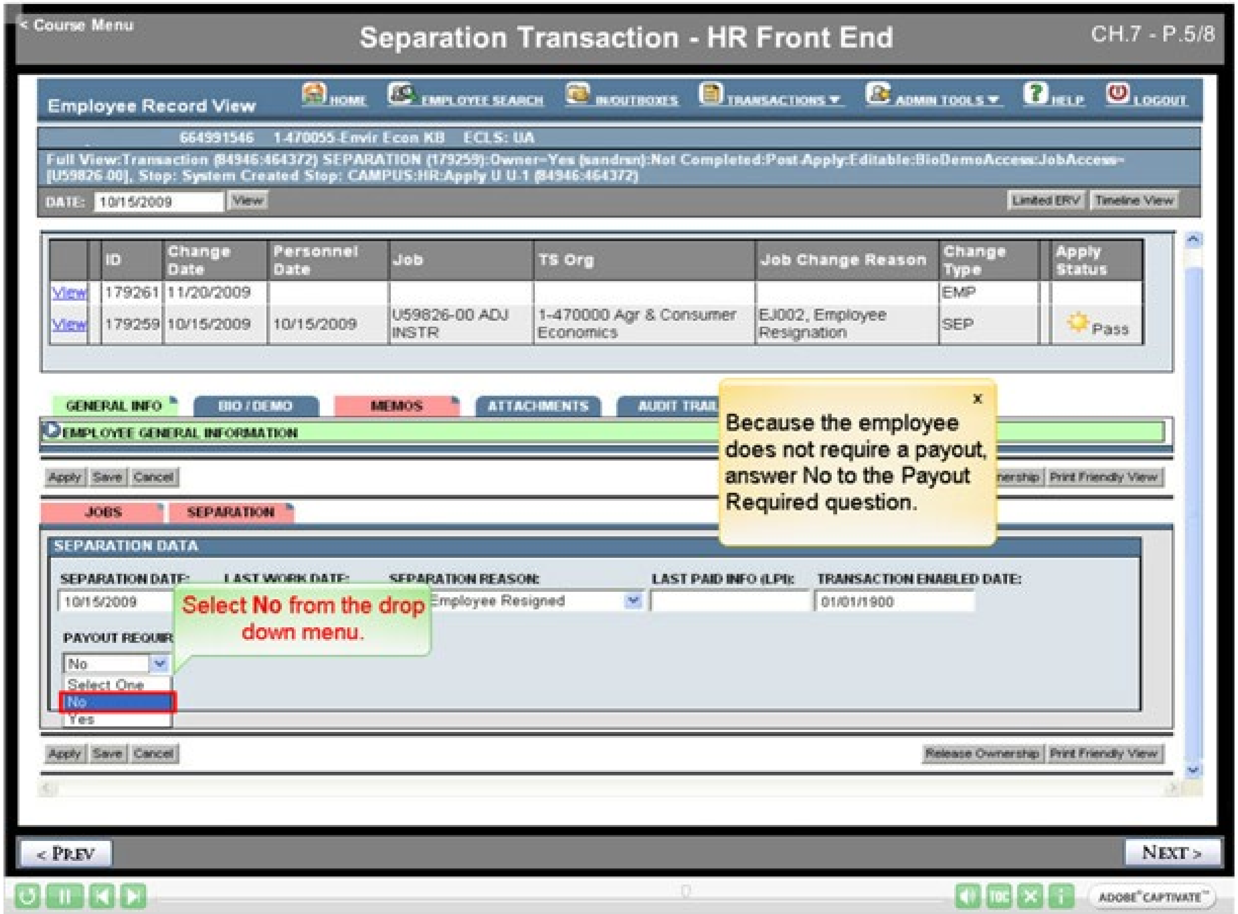
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
664991546 1-470055-Envir Econ KB ECLS: UA
Full View:Transaction (84946:464372) SEPARATION (179259):Owner=Yes (sandrsn):Not Completed:Post-Apply:Editable:BioDemoAccess:JobAccess=[U59826-00], Stop: System Created Stop: CAMPUS:HR:Apply U U-1 (84946:464372)
DATE: 10/15/2009 View
Limited ERV Timeline View
PROPOSED CHANGES
ID Change Date Personnel Date Job TS Org Job Change Reason Change Type Apply Status
View 179261 11/20/2009 EMP
View 179259 10/15/2009 10/15/2009 U59826-00 ADJ INSTR 1-470000 Agr & Consumer Economics EJ002, Employee Resignation SEP Pass
GENERAL INFO
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATI
Click the Separation Tab.
Apply Save Cancel
Release Ownership Print Friendly View
JOBS
SEPARATION
Expand All
U59826-00: ADJ INSTR ECLS: UA TS ORG: 1-470000 TYPE: P FTE: 0.000 BEGIN: 8/16/2009 END: 10/15/2009 STATUS: T
Apply Save Cancel
Release Ownership Print Friendly View
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
Separation Transaction - HR Front End
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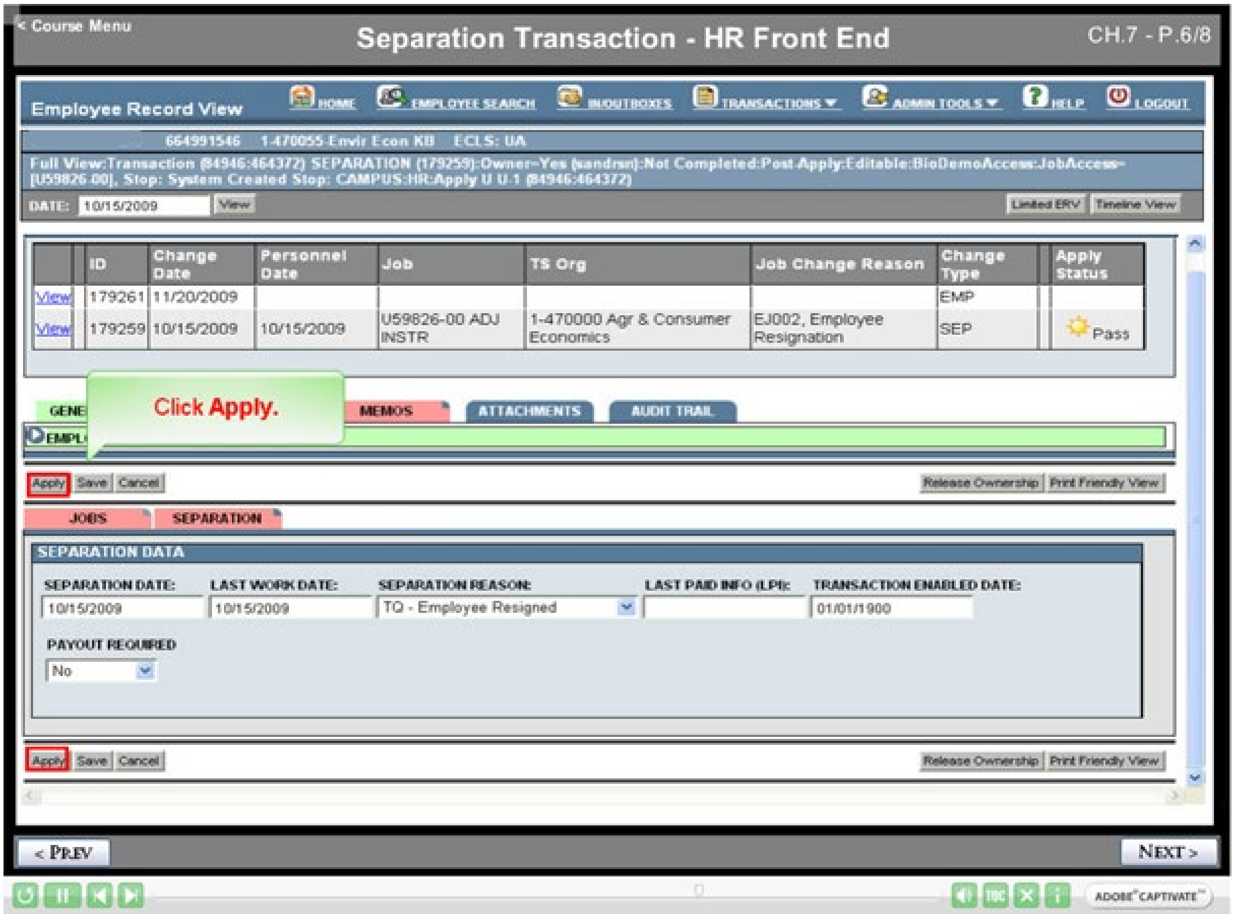
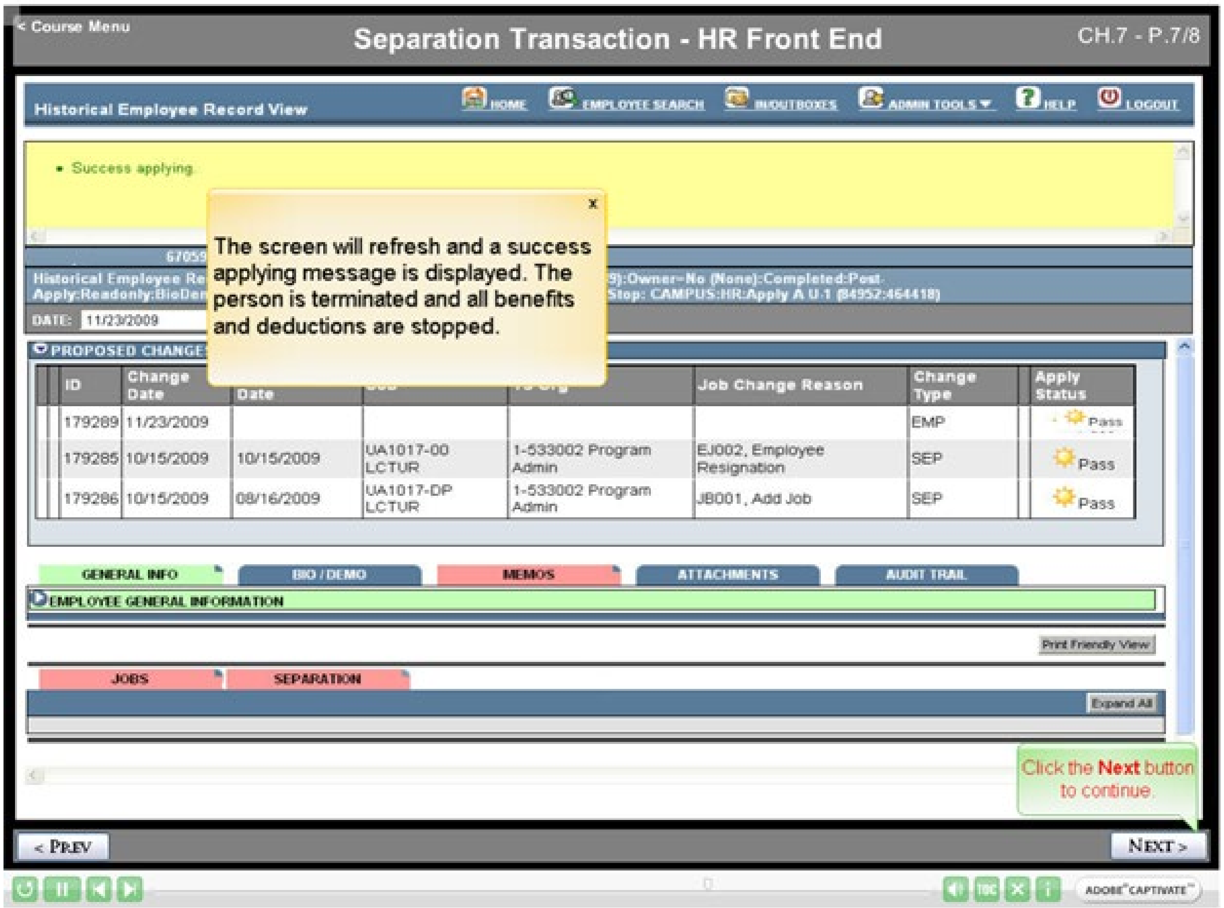
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
664991546 1-470055-Envir Econ KB ECLS: UA
DATE: 10/15/2009
View
Limited ERV
Timeline View
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Because the employee does not require a payout, answer No to the Payout Required question.
Apply
Save
Cancel
Print Friendly View
JOBS
SEPARATION
SEPARATION DATA
SEPARATION DATE:
LAST WORK DATE:
SEPARATION REASON:
LAST PAID INFO (LPI):
TRANSACTION ENABLED DATE:
10/15/2009
Employee Resigned
01/01/1900
Select No from the drop down menu.
PAYOUT REQUIR
No
Select One
No
Yes
Release Ownership
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
Separation Transaction - HR Front End
CH.7 - P.6/8
Employee Record View
Click Apply.
SEPARATION DATA
SEPARATION DATE: 10/15/2009
LAST WORK DATE: 10/15/2009
SEPARATION REASON: TQ - Employee Resigned
LAST PAID INFO (LPI):
TRANSACTION ENABLED DATE: 01/01/1900
PAYOUT REQUIRED No
Apply Save Cancel
Release Ownership Print Friendly View
< PREV
NEXT >



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Historical Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
ADMIN TOOLS
HELP
LOGOUT
Success applying.
The screen will refresh and a success applying message is displayed. The person is terminated and all benefits and deductions are stopped.
DATE: 11/23/2009
PROPOSED CHANGES
ID
Change Date
Date
Job Change Reason
Change Type
Apply Status
179289 11/23/2009 EMP Pass
179285 10/15/2009 10/15/2009 UA1017-00 LCTUR 1-533002 Program Admin EJ002, Employee Resignation SEP Pass
179286 10/15/2009 08/16/2009 UA1017-DP LCTUR 1-533002 Program Admin JB001, Add Job SEP Pass
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Print Friendly View
JOBS
SEPARATION
Expand All
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE

Chapter 7 Review

In this Chapter, you have learned:

- How to review the transaction
- How to answer the Payout Required question
- How to successfully apply the transaction to Banner

Click the **Next** button to continue.

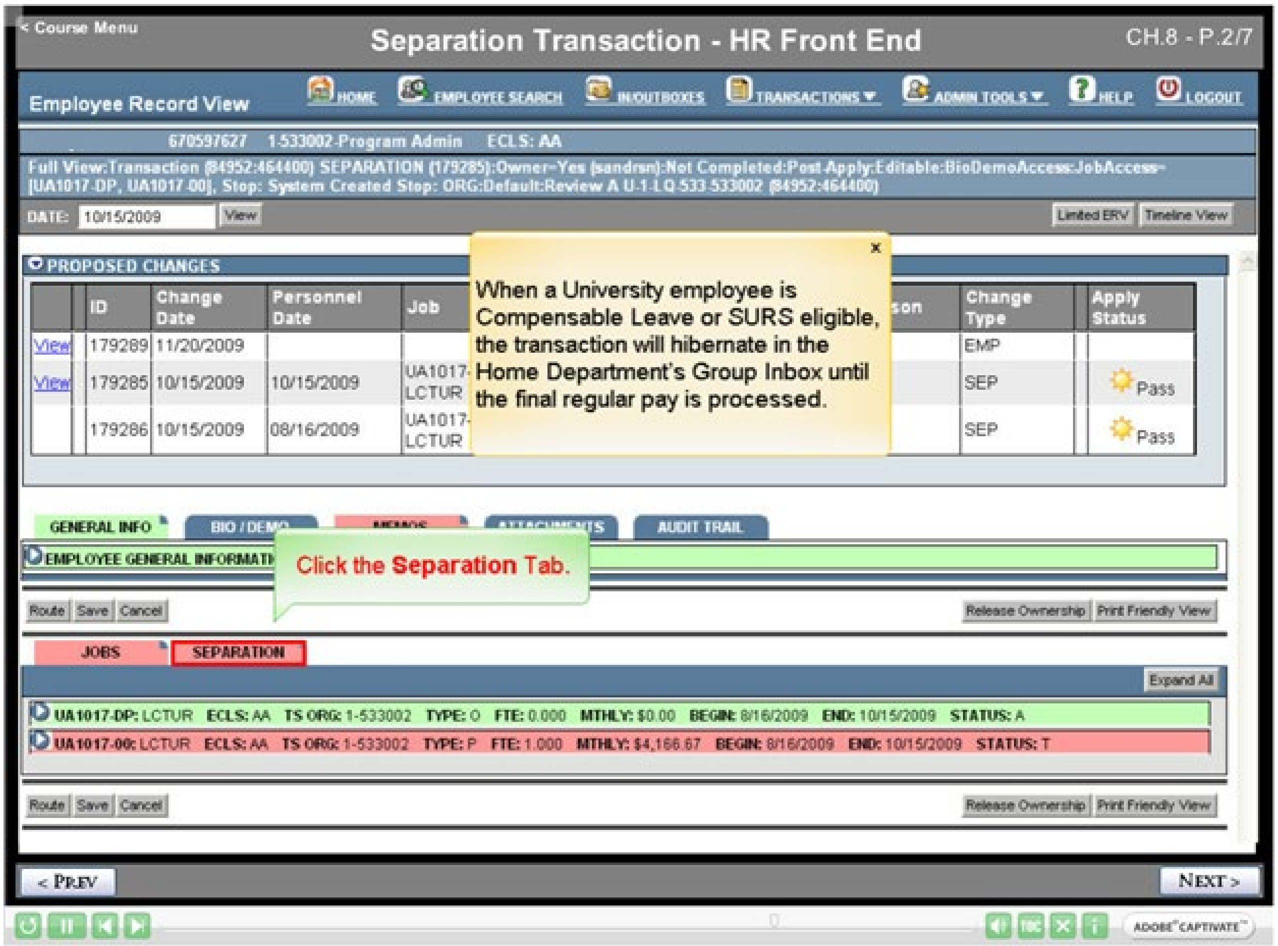
Chapter 8:

Post-apply Process for Employees who are Compensable Leave or SURS Eligible

In this Chapter, you will learn:

- How to review the transaction
- How to answer the Payout Required question
- How to fill out payout information
- How to successfully route the transaction to payroll

Click the **Next** button to continue.



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HOME
EMPLOYEE SEARCH
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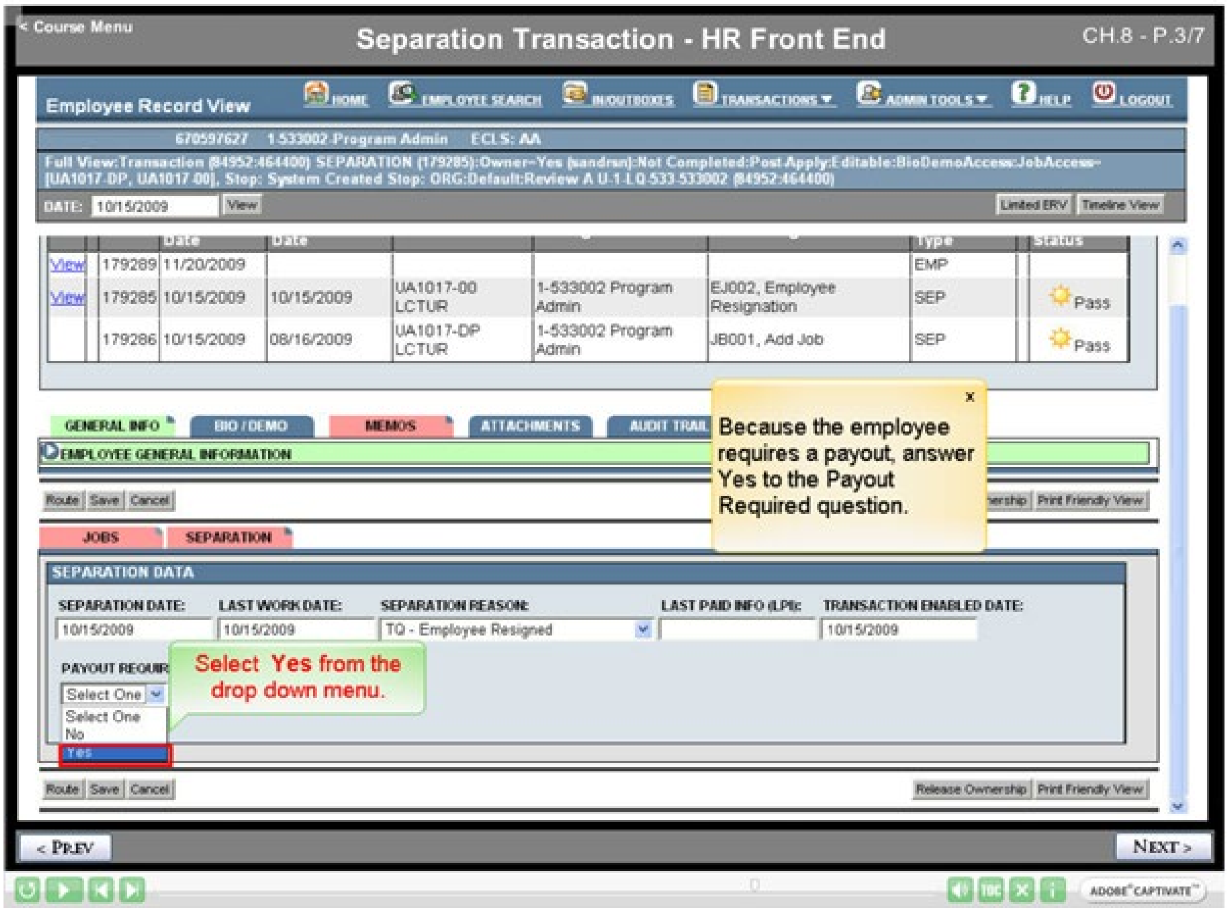
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
670597627 1-533002-Program Admin ECLS: AA
Full View:Transaction (84952:464400) SEPARATION (179285):Owner=Yes (sandrsn):Not Completed:Post-Apply:Editable:BioDemoAccess:JobAccess=[UA1017-DP, UA1017-00], Stop: System Created Stop: ORG:Default:Review A U-1-LQ-533-533002 (84952:464400)
DATE: 10/15/2009
View
Limited ERV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
Change Type
Apply Status
View 179289 11/20/2009 EMP
View 179285 10/15/2009 10/15/2009 UA1017- LCTUR SEP Pass
179286 10/15/2009 08/16/2009 UA1017- LCTUR SEP Pass
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.
GENERAL INFO
AUDIT TRAIL
Click the Separation Tab.
Route
Save
Cancel
Release Ownership
Print Friendly View
JOBS
SEPARATION
Expand All
UA1017-DP: LCTUR ECLS: AA TS ORG: 1-533002 TYPE: O FTE: 0.000 MTHLY: $0.00 BEGIN: 8/16/2009 END: 10/15/2009 STATUS: A
UA1017-00: LCTUR ECLS: AA TS ORG: 1-533002 TYPE: P FTE: 1.000 MTHLY: $4,166.67 BEGIN: 8/16/2009 END: 10/15/2009 STATUS: T
< PREV
NEXT >



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Employee Record View
HOME
EMPLOYEE SEARCH
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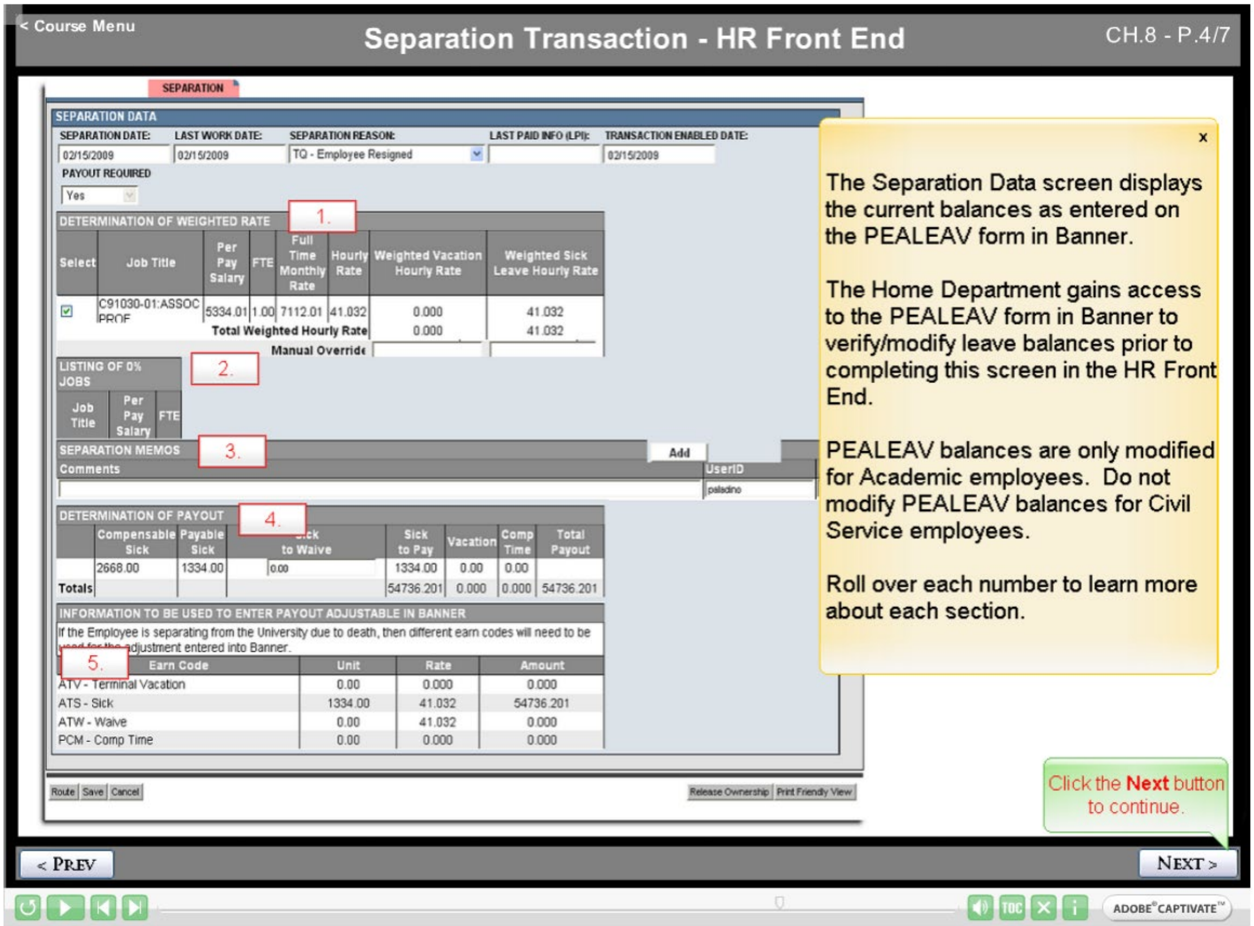
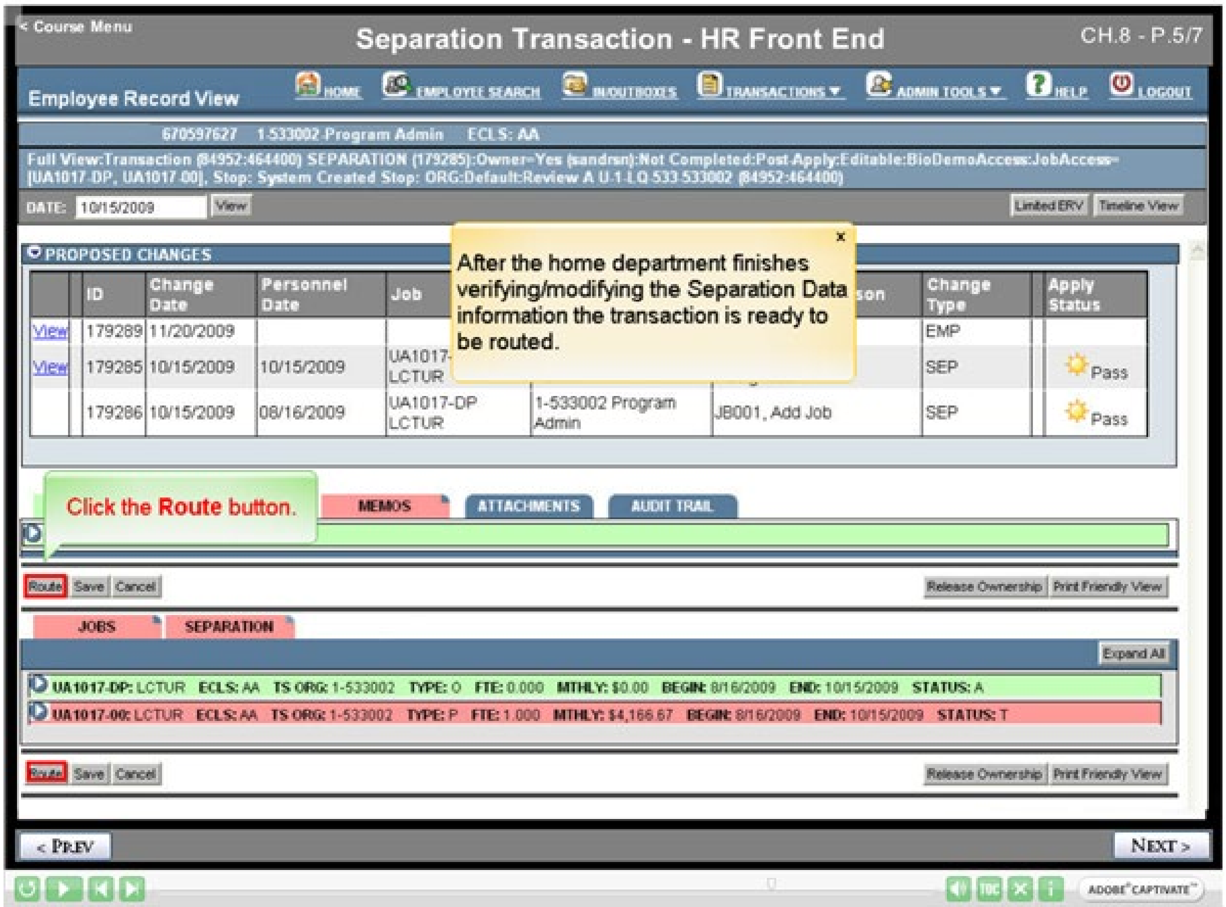
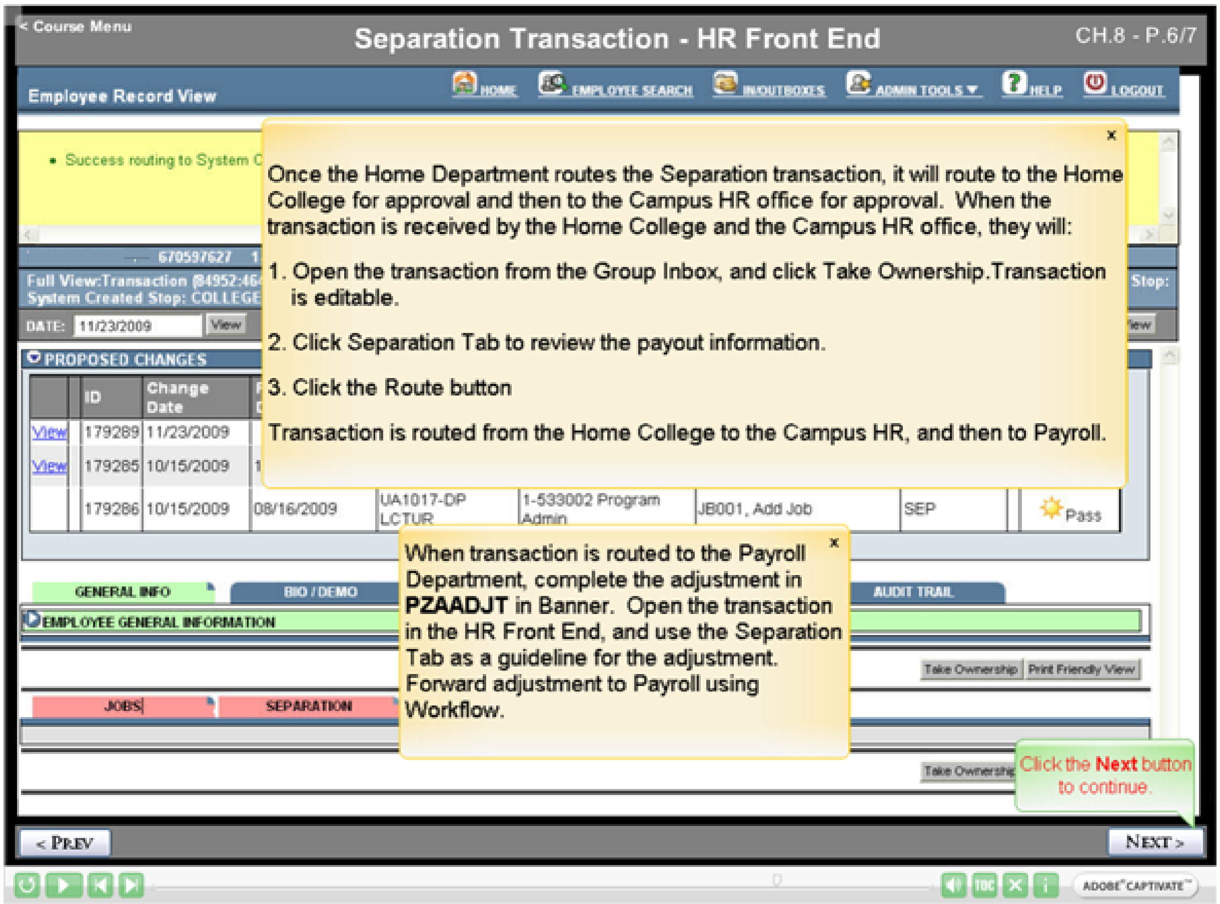
HELP
LOGOUT
670597627 1-533002-Program Admin ECLS: AA
Full View:Transaction (84952:464400) SEPARATION (179285):Owner=Yes (sandrsn):Not Completed:Post Apply:Editable:BioDemoAccess:JobAccess=[UA1017-DP, UA1017-00], Stop: System Created Stop: ORG:Default:Review A U-1-LQ-533-533002 (84952:464400)
DATE: 10/15/2009 View
Limited ERV Timeline View
View 179289 11/20/2009 EMP
View 179285 10/15/2009 10/15/2009 UA1017-00 LCTUR 1-533002 Program Admin EJ002, Employee Resignation SEP Pass
179286 10/15/2009 08/16/2009 UA1017-DP LCTUR 1-533002 Program Admin JB001, Add Job SEP Pass
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Because the employee requires a payout, answer Yes to the Payout Required question.
Route Save Cancel
Print Friendly View
JOBS
SEPARATION
SEPARATION DATA
SEPARATION DATE: 10/15/2009
LAST WORK DATE: 10/15/2009
SEPARATION REASON: TQ - Employee Resigned
LAST PAID INFO (LPI):
TRANSACTION ENABLED DATE: 10/15/2009
Select Yes from the drop down menu.
Select One
No
Yes
Route Save Cancel
Release Ownership Print Friendly View
< PREV
NEXT >


< Course Menu
Separation Transaction - HR Front End
CH.8 - P.4/7
SEPARATION
SEPARATION DATA
SEPARATION DATE: 02/15/2009
LAST WORK DATE: 02/15/2009
SEPARATION REASON: TQ - Employee Resigned
LAST PAID INFO (LPI):
TRANSACTION ENABLED DATE: 02/15/2009
PAYOUT REQUIRED Yes
DETERMINATION OF WEIGHTED RATE
1.
Select | Job Title | Per Pay Salary | FTE | Full Time Monthly Rate | Hourly Rate | Weighted Vacation Hourly Rate | Weighted Sick Leave Hourly Rate
C91030-01:ASSOC PROF | 5334.01 | 1.00 | 7112.01 | 41.032 | 0.000 | 41.032
Total Weighted Hourly Rate | 0.000 | 41.032
Manual Override
LISTING OF 0% JOBS
2.
Job Title | Per Pay Salary | FTE
SEPARATION MEMOS
3.
Add
Comments
UserID
paladino
DETERMINATION OF PAYOUT
4.
Compensable Sick | Payable Sick | Sick to Waive | Sick to Pay | Vacation | Comp Time | Total Payout
2668.00 | 1334.00 | 0.00 | 1334.00 | 0.00 | 0.00
Totals | 54736.201 | 0.000 | 0.000 | 54736.201
INFORMATION TO BE USED TO ENTER PAYOUT ADJUSTABLE IN BANNER
If the Employee is separating from the University due to death, then different earn codes will need to be used for the adjustment entered into Banner.
5.
Earn Code | Unit | Rate | Amount
ATV - Terminal Vacation | 0.00 | 0.000 | 0.000
ATS - Sick | 1334.00 | 41.032 | 54736.201
ATW - Waive | 0.00 | 41.032 | 0.000
PCM - Comp Time | 0.00 | 0.000 | 0.000
Route Save Cancel
Release Ownership Print Friendly View
x
The Separation Data screen displays the current balances as entered on the PEALEAV form in Banner.
The Home Department gains access to the PEALEAV form in Banner to verify/modify leave balances prior to completing this screen in the HR Front End.
PEALEAV balances are only modified for Academic employees. Do not modify PEALEAV balances for Civil Service employees.
Roll over each number to learn more about each section.
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE



	ID	Change Date	Personnel Date	Job		son	Change Type	Apply Status
View	179289	11/20/2009					EMP	
View	179285	10/15/2009	10/15/2009	UA1017- LCTUR			SEP	Pass
	179286	10/15/2009	08/16/2009	UA1017-DP LCTUR	1-533002 Program Admin	JB001, Add Job	SEP	Pass



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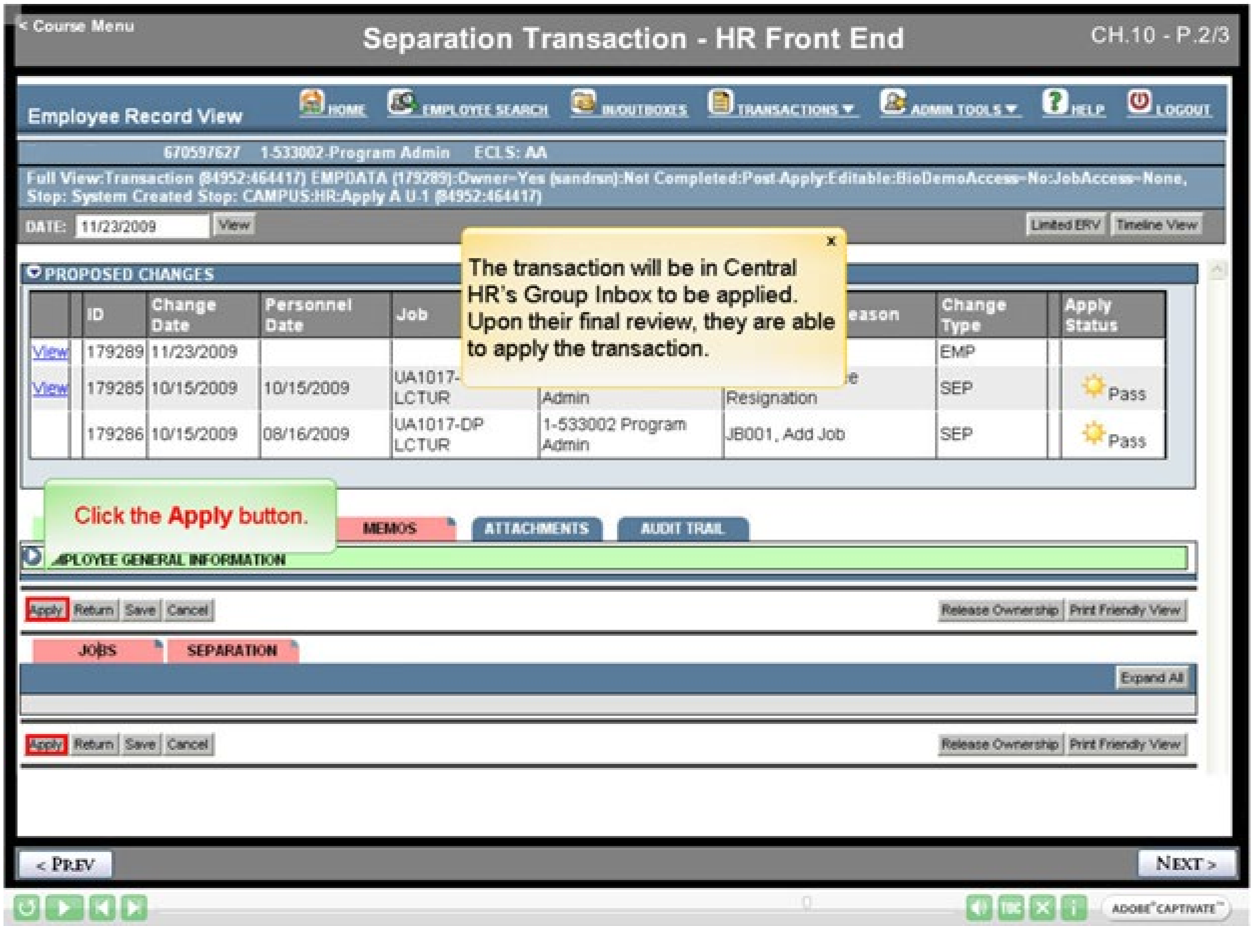
LOGOUT
Success routing to System C
670597627
Full View:Transaction (84952:46
System Created Stop: COLLEGE
Stop:
DATE: 11/23/2009
View
PROPOSED CHANGES
ID
Change Date
View 179289 11/23/2009
View 179285 10/15/2009
179286 10/15/2009 08/16/2009 UA1017-DP LCTUR 1-533002 Program Admin JB001, Add Job SEP Pass
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.
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.
GENERAL INFO
BIO / DEMO
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Take Ownership
Print Friendly View
JOBS
SEPARATION
Take Ownership
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE



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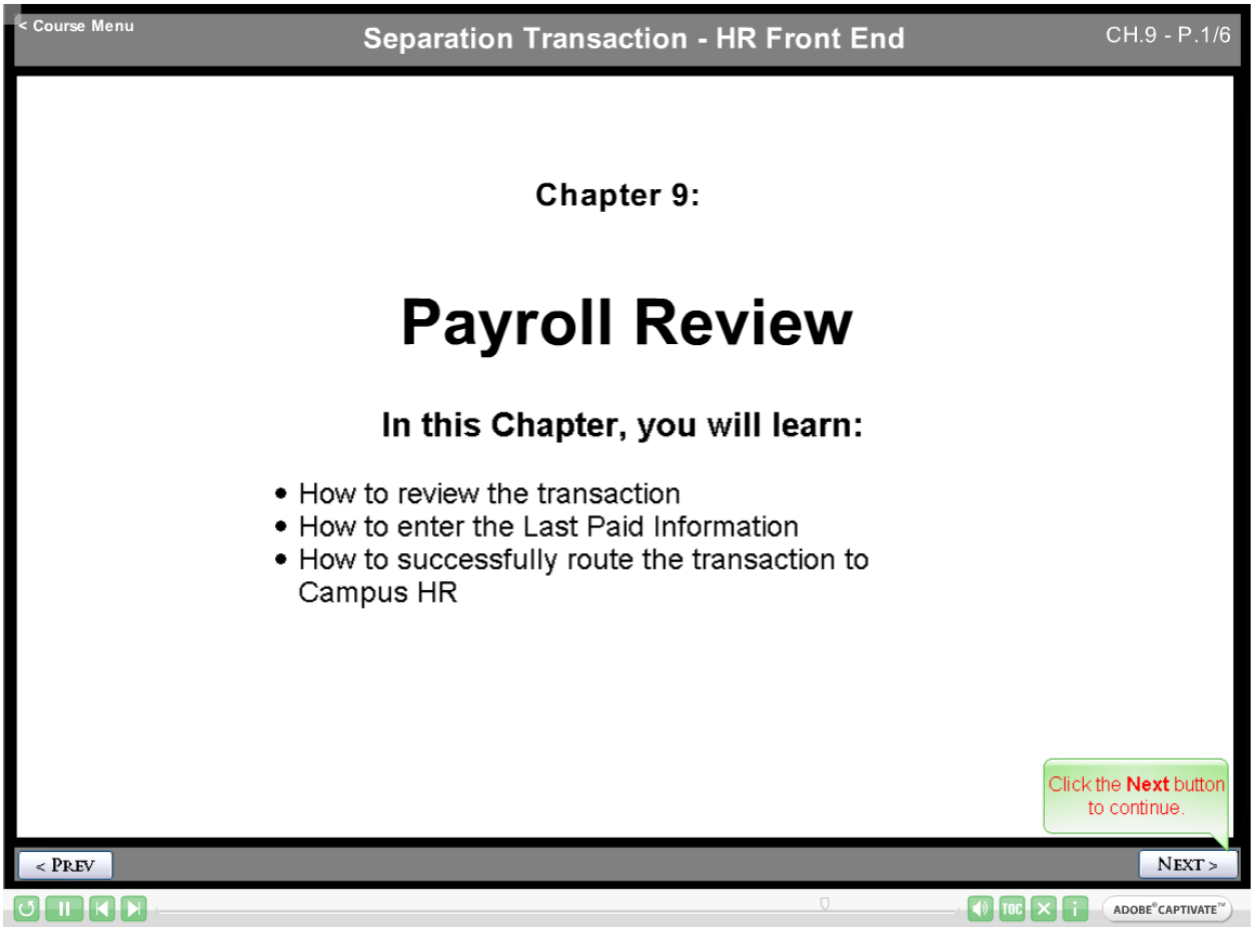
670597627 1-533002-Program Admin ECLS: AA
Full View:Transaction (84952:464417) EMPDATA (179289):Owner=Yes (sandrsn):Not Completed:Post-Apply:Editable:BioDemoAccess=No:JobAccess=None, Stop: System Created Stop: CAMPUS:HR:Apply A U-1 (84952:464417)
DATE: 11/23/2009 View
Limited ERV Timeline View
PROPOSED CHANGES
The transaction will be in Central HR's Group Inbox to be applied. Upon their final review, they are able to apply the transaction.
ID
Change Date
Personnel Date
Job
Change Type
Apply Status
View 179289 11/23/2009 EMP
View 179285 10/15/2009 10/15/2009 UA1017- LCTUR Admin Resignation SEP Pass
179286 10/15/2009 08/16/2009 UA1017-DP LCTUR 1-533002 Program Admin JB001, Add Job SEP Pass
Click the Apply button.
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Apply Return Save Cancel
Release Ownership Print Friendly View
JOBS
SEPARATION
Expand All
Apply Return Save Cancel
Release Ownership Print Friendly View
< PREV
NEXT >

Chapter 8 Review

In this Chapter, you have learned:

- How to review the transaction
- How to answer the Payout Required question
- How to fill out payout information
- How to successfully route the transaction to payroll

Click the **Next** button to continue.


< Course Menu
Separation Transaction - HR Front End
CH.9 - P.1/6
Chapter 9:
Payroll Review
In this Chapter, you will learn:
• How to review the transaction
• How to enter the Last Paid Information
• How to successfully route the transaction to Campus HR
Click the Next button to continue.
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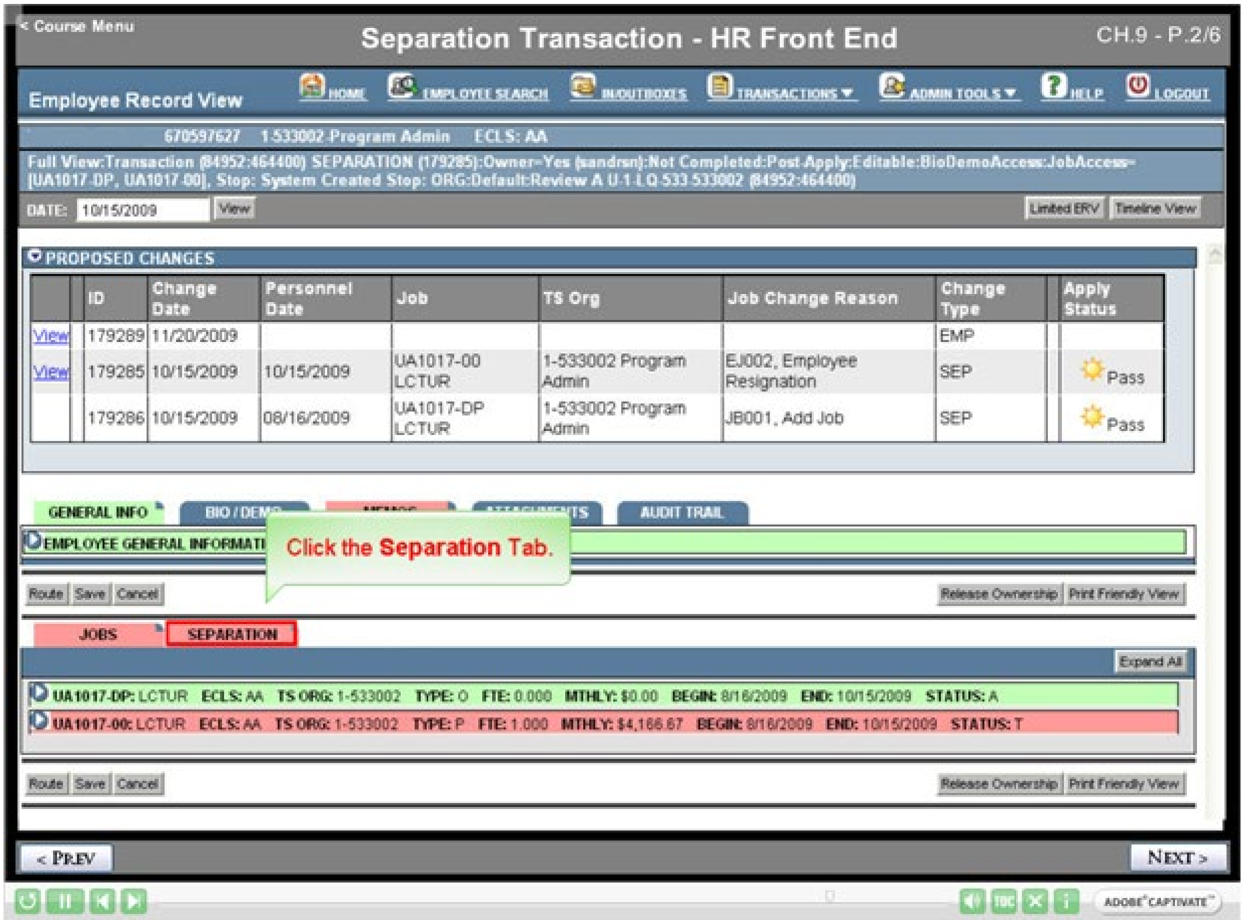
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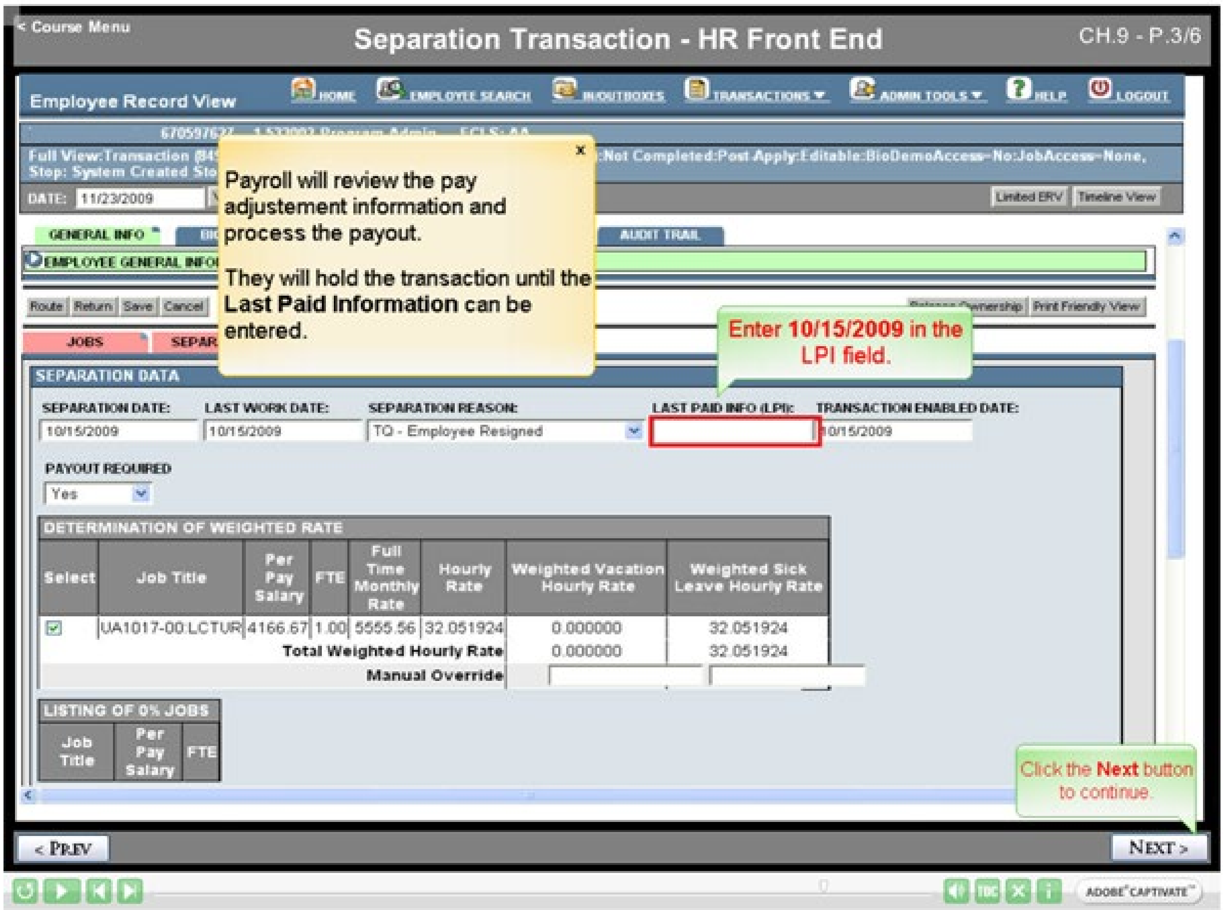
LOGOUT
670597627 1-533002-Program Admin ECLS: AA
Full View:Transaction (84952:464400) SEPARATION (179285):Owner=Yes (sandrsn):Not Completed:Post-Apply:Editable:BioDemoAccess:JobAccess=[UA1017-DP, UA1017-00], Stop: System Created Stop: ORG:Default:Review A U-1-LQ-533-533002 (84952:464400)
DATE: 10/15/2009 View
Limited ERV Timeline View
PROPOSED CHANGES
ID Change Date Personnel Date Job TS Org Job Change Reason Change Type Apply Status
View 179289 11/20/2009 EMP
View 179285 10/15/2009 10/15/2009 UA1017-00 LCTUR 1-533002 Program Admin EJ002, Employee Resignation SEP Pass
179286 10/15/2009 08/16/2009 UA1017-DP LCTUR 1-533002 Program Admin JB001, Add Job SEP Pass
GENERAL INFO
AUDIT TRAIL
Click the Separation Tab.
Route Save Cancel
Release Ownership Print Friendly View
JOBS
SEPARATION
Expand All
UA1017-DP: LCTUR ECLS: AA TS ORG: 1-533002 TYPE: O FTE: 0.000 MTHLY: $0.00 BEGIN: 8/16/2009 END: 10/15/2009 STATUS: A
UA1017-00: LCTUR ECLS: AA TS ORG: 1-533002 TYPE: P FTE: 1.000 MTHLY: $4,166.67 BEGIN: 8/16/2009 END: 10/15/2009 STATUS: T
Route Save Cancel
Release Ownership Print Friendly View
< PREV
NEXT >



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GENERAL INFO
AUDIT TRAIL
Route
Return
Save
Cancel
Print Friendly View
JOBS
Payroll will review the pay adjustement information and process the payout.
They will hold the transaction until the Last Paid Information can be entered.
Enter 10/15/2009 in the LPI field.
SEPARATION DATA
SEPARATION DATE:
10/15/2009
LAST WORK DATE:
10/15/2009
SEPARATION REASON:
TQ - Employee Resigned
LAST PAID INFO (LPI):
TRANSACTION ENABLED DATE:
10/15/2009
PAYOUT REQUIRED
Yes
DETERMINATION OF WEIGHTED RATE
Select
Job Title
Per Pay Salary
FTE
Full Time Monthly Rate
Hourly Rate
Weighted Vacation Hourly Rate
Weighted Sick Leave Hourly Rate
UA1017-00:LCTUR
4166.67
1.00
5555.56
32.051924
0.000000
32.051924
Total Weighted Hourly Rate
0.000000
32.051924
Manual Override
LISTING OF 0% JOBS
Job Title
Per Pay Salary
FTE
Click the Next button to continue.
< PREV
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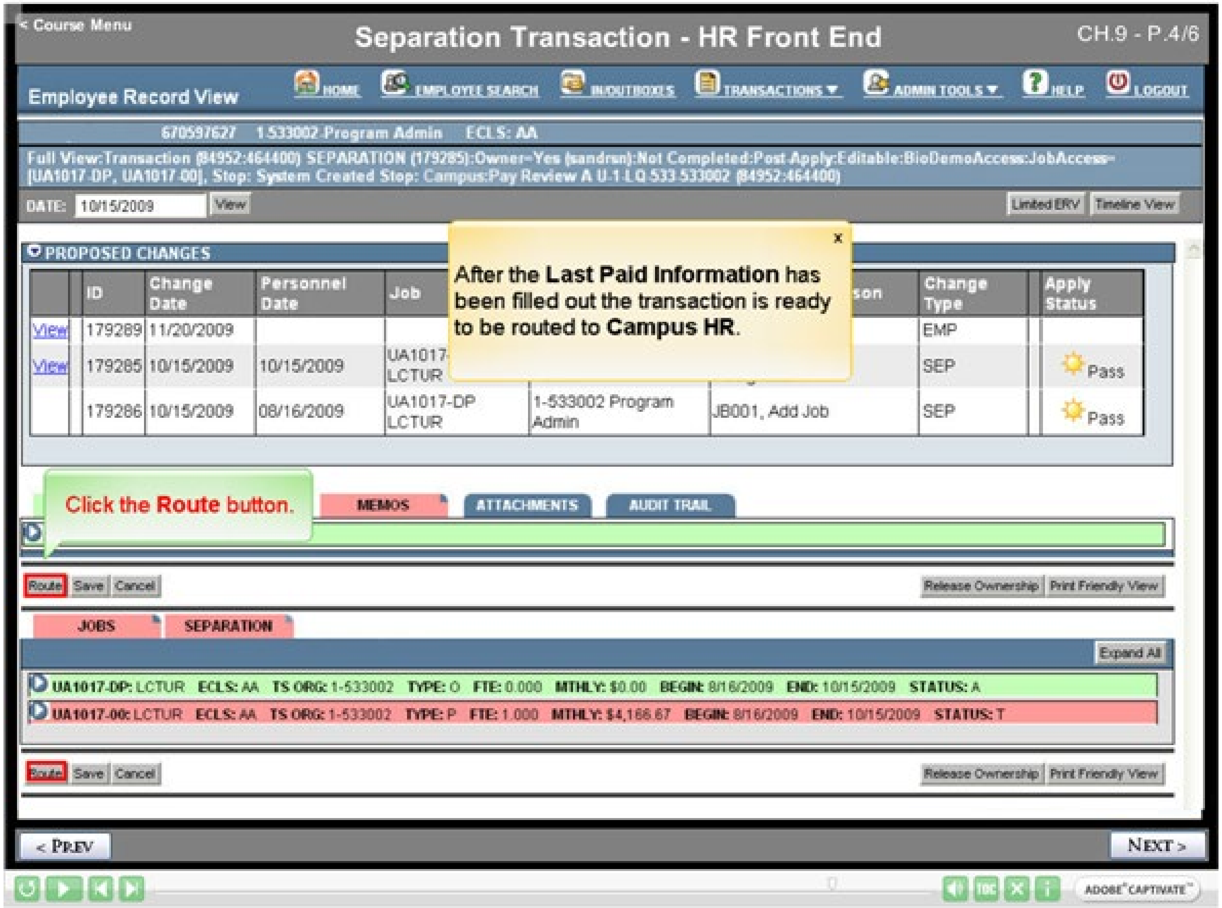
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670597627 1-533002-Program Admin ECLS: AA
Full View:Transaction (84952:464400) SEPARATION (179285):Owner=Yes (sandrsn):Not Completed:Post-Apply:Editable:BioDemoAccess:JobAccess=[UA1017-DP, UA1017-00], Stop: System Created Stop: Campus:Pay Review A U-1-LQ-533-533002 (84952:464400)
DATE: 10/15/2009
View
Limited ERV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
Change Type
Apply Status
View 179289 11/20/2009 EMP
View 179285 10/15/2009 10/15/2009 LCTUR SEP Pass
179286 10/15/2009 08/16/2009 UA1017-DP LCTUR 1-533002 Program Admin JB001, Add Job SEP Pass
After the Last Paid Information has been filled out the transaction is ready to be routed to Campus HR.
Click the Route button.
MEMOS
ATTACHMENTS
AUDIT TRAIL
Route
Save
Cancel
Release Ownership
Print Friendly View
JOBS
SEPARATION
Expand All
UA1017-DP: LCTUR ECLS: AA TS ORG: 1-533002 TYPE: O FTE: 0.000 MTHLY: $0.00 BEGIN: 8/16/2009 END: 10/15/2009 STATUS: A
UA1017-00: LCTUR ECLS: AA TS ORG: 1-533002 TYPE: P FTE: 1.000 MTHLY: $4,166.67 BEGIN: 8/16/2009 END: 10/15/2009 STATUS: T
< PREV
NEXT >
ADOBE CAPTIVATE

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type		Apply Status
View	179289	11/23/2009					EMP		
View	179285	10/15/2009	10/15/2009	UA1017-00 LCTUR	1-533002 Program Admin	EJ002, Employee Resignation	SEP		Pass
	179286	10/15/2009	08/16/2009	UA1017-DP LCTUR	1-533002 Program Admin	JB001, Add Job	SEP		Pass

Chapter 9 Review

In this Chapter, you have learned:

- How to review the transaction
- How to enter the **Last Paid Information**
- How to successfully route the transaction to **Campus HR**

Click the **Next** button to continue.

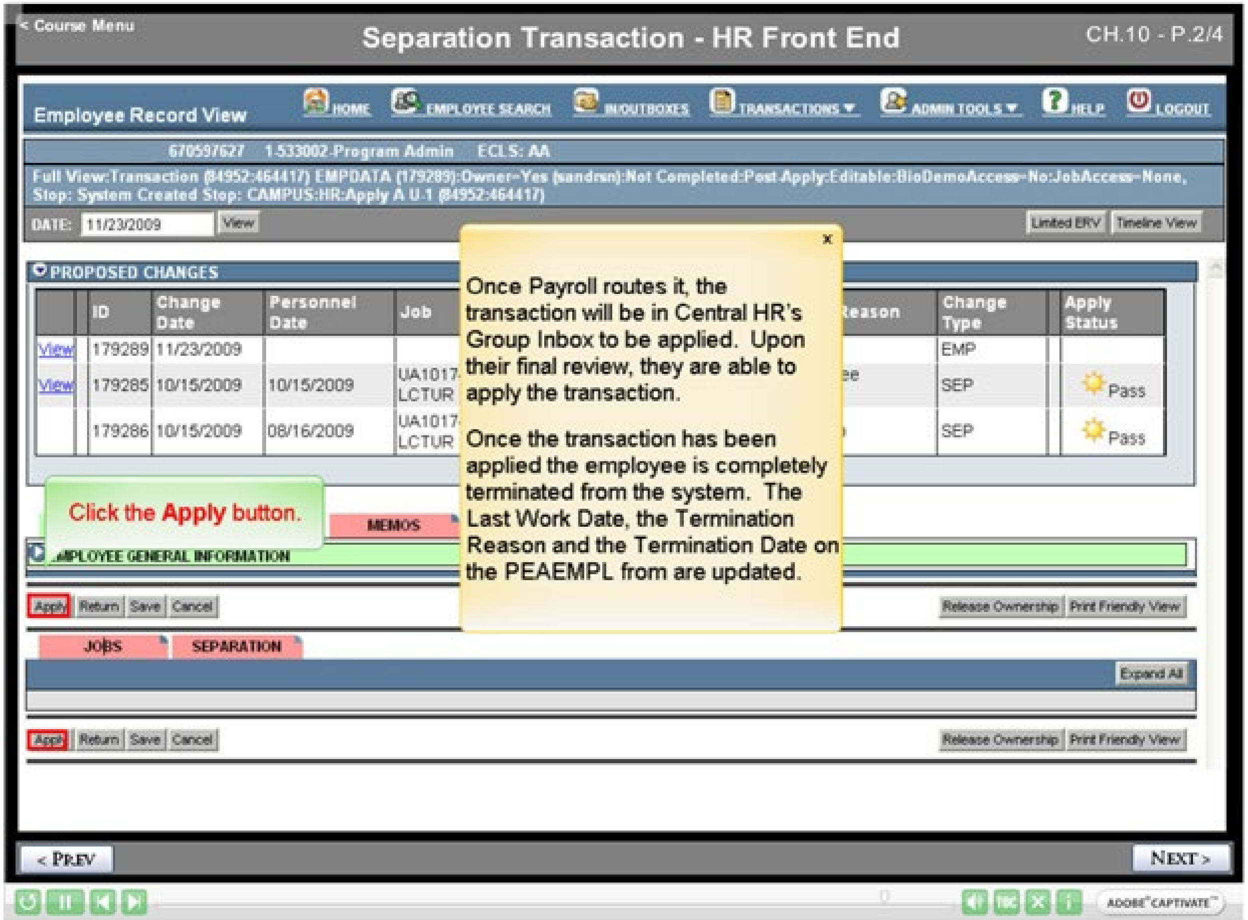
Chapter 10:

Final Apply at the Campus HR Level

In this Chapter, you will learn:

- How to review the transaction
- How to perform the final apply on the transaction

Click the **Next** button to continue.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LOGOUT
670597627 1-533002-Program Admin ECLS: AA
Full View:Transaction (84952:464417) EMPDATA (179289):Owner=Yes (sandrsn):Not Completed:Post Apply:Editable:BioDemoAccess=No:JobAccess=None, Stop: System Created Stop: CAMPUS:HR:Apply A U-1 (84952:464417)
DATE: 11/23/2009 View
Limited ERV Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
Reason
Change Type
Apply Status
View 179289 11/23/2009 EMP
View 179285 10/15/2009 10/15/2009 UA1017 LCTUR SEP Pass
179286 10/15/2009 08/16/2009 UA1017 LCTUR SEP Pass
Once Payroll routes it, the transaction will be in Central HR's Group Inbox to be applied. Upon their final review, they are able to apply the transaction.
Once the transaction has been applied the employee is completely terminated from the system. The Last Work Date, the Termination Reason and the Termination Date on the PEAEMPL from are updated.
Click the Apply button.
MEMOS
EMPLOYEE GENERAL INFORMATION
Apply Return Save Cancel
Release Ownership Print Friendly View
JOBS
SEPARATION
Expand All
Apply Return Save Cancel
Release Ownership Print Friendly View
< PREV
NEXT >
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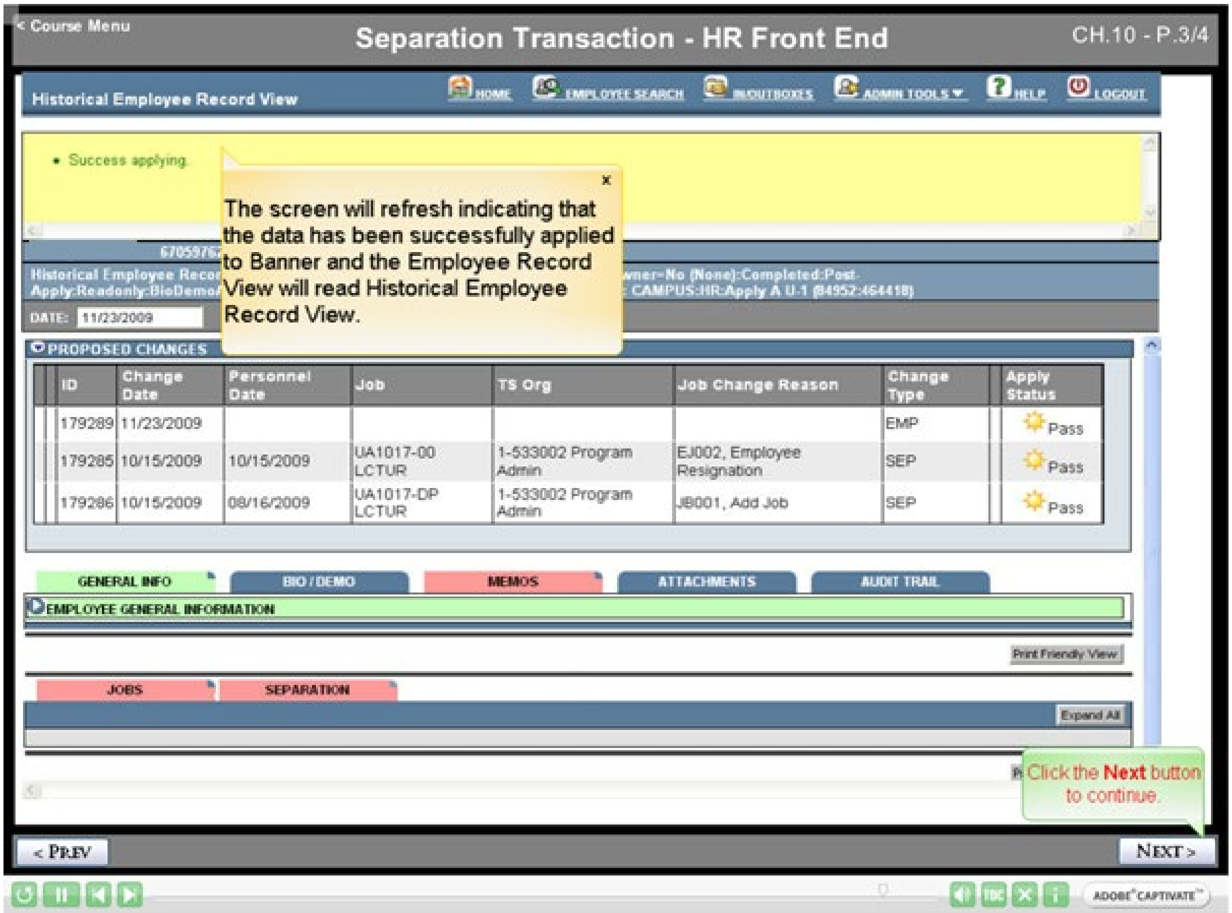

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EMPLOYEE SEARCH
IN/OUTBOXES
ADMIN TOOLS
HELP
LOGOUT
Success applying.
The screen will refresh indicating that the data has been successfully applied to Banner and the Employee Record View will read Historical Employee Record View.
DATE: 11/23/2009
PROPOSED CHANGES
ID | Change Date | Personnel Date | Job | TS Org | Job Change Reason | Change Type | Apply Status
179289 | 11/23/2009 | | | | | EMP | Pass
179285 | 10/15/2009 | 10/15/2009 | UA1017-00 LCTUR | 1-533002 Program Admin | EJ002, Employee Resignation | SEP | Pass
179286 | 10/15/2009 | 08/16/2009 | UA1017-DP LCTUR | 1-533002 Program Admin | JB001, Add Job | SEP | Pass
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Print Friendly View
JOBS
SEPARATION
Expand All
Click the Next button to continue.
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Chapter 10 Review

In this Chapter, you have learned:

- How to review the transaction
- How to perform the final apply on the transaction

Click the **Next** button to continue.

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Separation Transaction - HR Front End

You have reached the conclusion of the Separation 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.

COMPLETE COURSE

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Begin Course

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