

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

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



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.

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.

The screenshot shows the 'Employee Search' interface. At the top, there is a navigation bar with icons for HOME, EMPLOYEE SEARCH, IN/OUTBOXES, TRANSACTIONS, and ADMIN TO. Below this, the 'Employee Search' form contains several input fields and dropdown menus. A yellow circle with the number '2' highlights the UIN field. The search criteria are as follows:

UIN:	LAST NAME:	FIRST NAME:	USERID:	SSN:
COA:	COLLEGE:			
9 - University of Illinois - Admin	* - All			
DEPARTMENT:	ORGANIZATION:			
* - All	* - All			
CAMPUS:	EMPLOYEE GROUP:			
U - UIUC Urbana / Champaign	* - All			

There is an unchecked checkbox for 'INCLUDE TERMINATED EMPLOYEES' and 'Search' and 'Reset' buttons. Below the search criteria, there are 'Refresh' and 'Select' buttons. A message states 'Query returned 1 rows.' A yellow circle with the number '3' highlights the 'Select' button. Below this is a table with the following data:

UIN	Last Name	First Name	E-Class	Emp Status	Home_ORG
98785432			BA - Acad/Pro 12mth Ben Elig	A	U-9-904001 - AYP Human Resources/Shared

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.

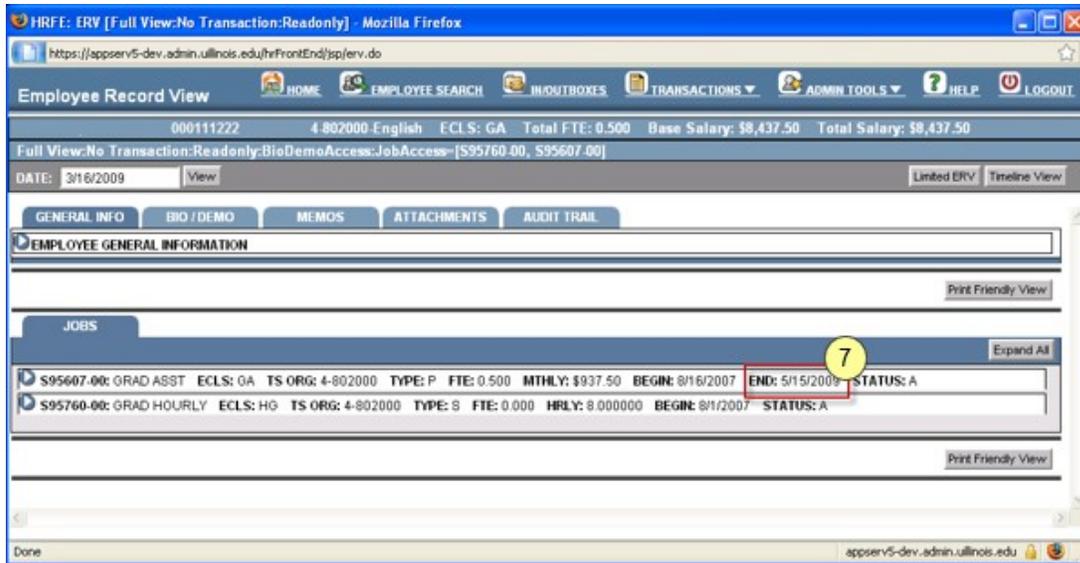


Figure 2: Locating the Current Job End Date

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.

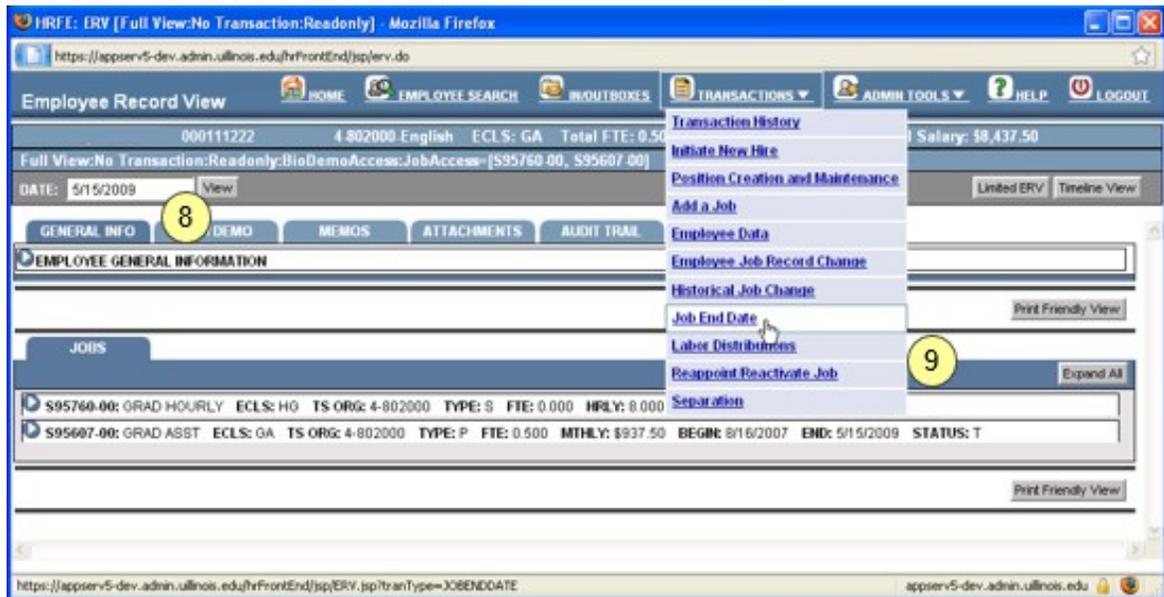


Figure 3: Beginning Job End Date Transaction

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.

Expand All

S95760-00: GRAD HOURLY ECLS: HG TS ORG: 4-802000 TYPE: S FTE: 0.000 HRLY: 8.000000 BEGNE: 8/1/2007 STATUS: A

S95607-00: GRAD ASST ECLS: GA TS ORG: 4-802000 TYPE: P FTE: 0.500 MTHLY: \$937.50 BEGNE: 8/16/2007 END: 5/30/2009 STATUS: T **7**

JOB DETAIL

DATES:

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
5/30/2009	5/15/2009	2/15/2009	8/16/2007	5/30/2009 8
5/15/2009	5/15/2009			5/15/2009

POSITION: 995607 SUFFID: 00 POSITION CLASS: CASAA - GRAD ASST JOB TITLE: GRAD ASST JOB TYPE: P - Primary

PAY ID: MN - Monthly FACTOR: 9 JOB FTE: 0.500 ADPT %: 100.0 PAY RATE: HOURLY: 10.818140 MONTHLY: \$937.50 ANNUAL: \$8,437.50 JOB STATUS: T - Terminated

JOB CHANGE REASON: OT005 - Data Correction **9** TIME SHEET: COA: 4 ORG: 802000 - English TIME ENTRY METHOD: P - Payroll

JOB EMPLOYEE CLASS: GA - Graduate Assistants LEAVE CATEGORY: E5 - 9/9 mth 2 FH 13 ACCRUE LEAVE: Y - Yes

SALARY: GROUP: 2009 TABLE: VB GRADE: UNDFD STEP: 0-0 PROB PERIOD: BEGIN DATE: END DATE: INCREASE MMDD: ANNV DATE:

BUDGET PROFILE CODE: Blank BARGAINING UNIT: 11 - S-UPI AGE 4100 HOURS PER DAY: 4.0 SEARCH NUMBER:

JOB COMMENTS

Comments	UserID	Date
Job End Date should be 05/30/09 instead of 05/15/09 10	eret	02-20-2009 09:42:00
	eret	02-20-2009 09:42

Save Cancel Print Friendly View

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.

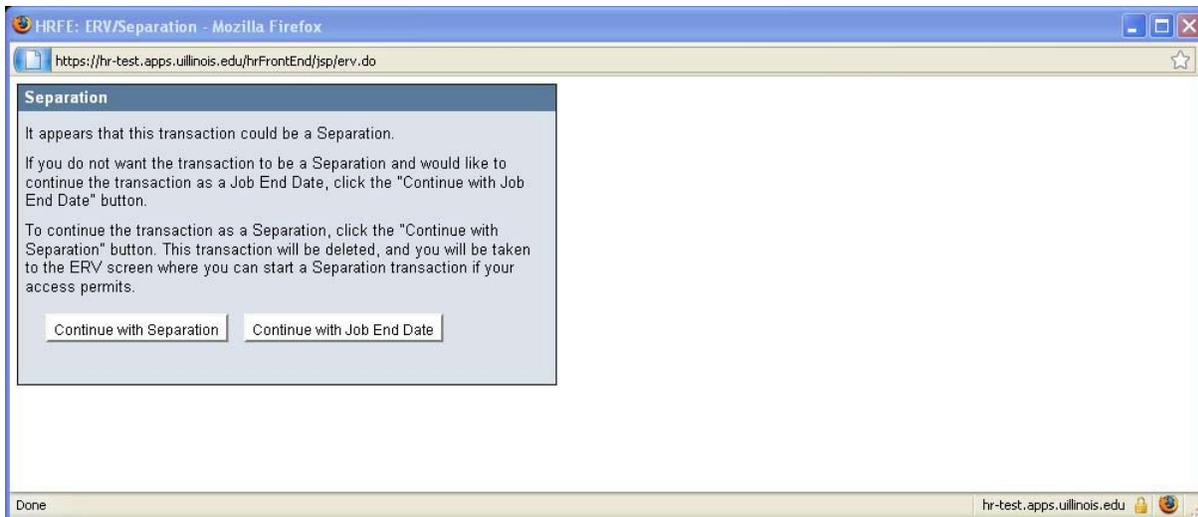


Figure 5: Separation question for Job End Date



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.

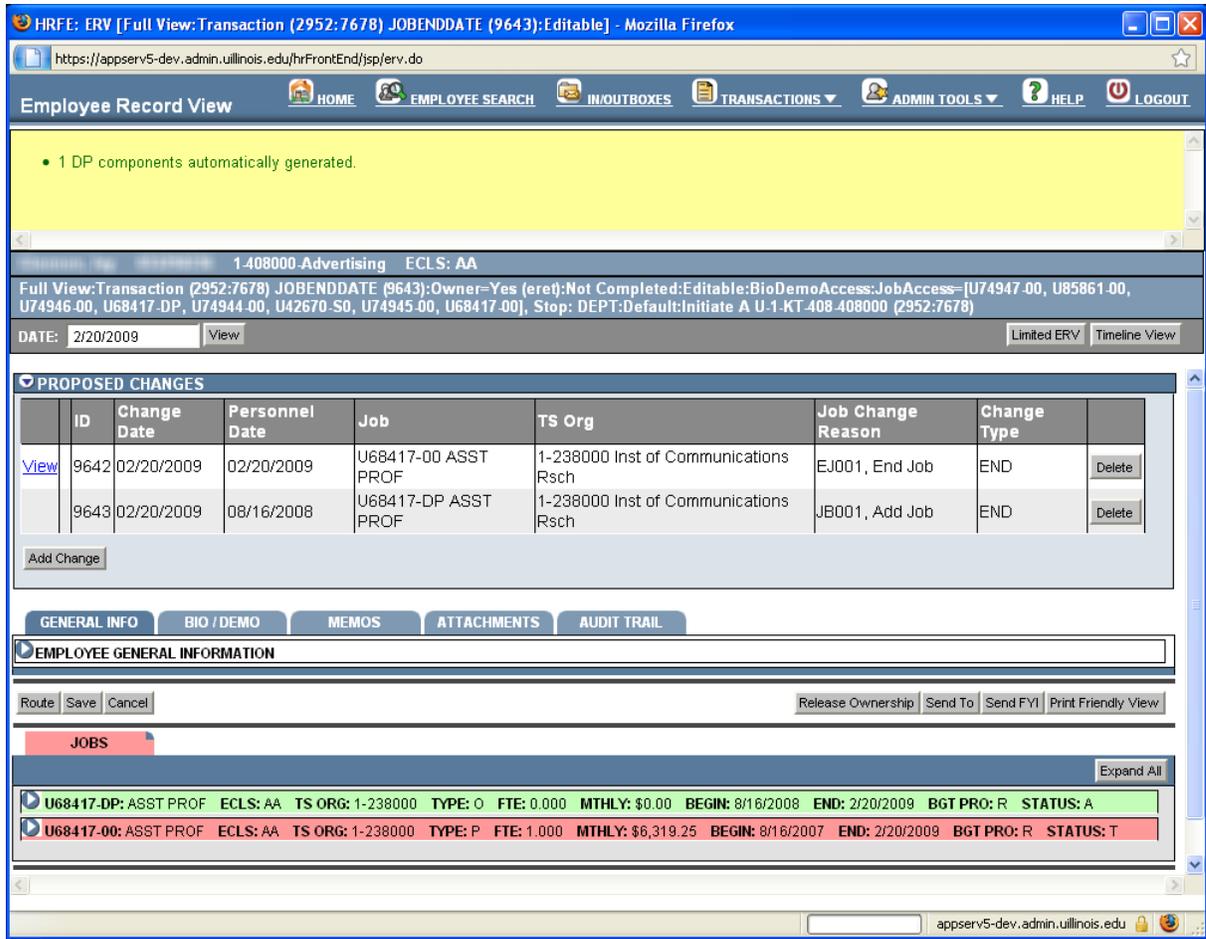


Figure 6: Deferred Pay job component added during Job End Date

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

The screenshot shows a video player interface. At the top, there is a dark grey header bar with the text '< Course Menu' on the left, 'Job End Date Transaction - HR Front End' in the center, and 'INTRO - P.1/4' on the right. The main content area is white and contains the text 'Welcome to the:' followed by 'Job End Date' in a large, bold font, and 'course' below it. In the bottom right corner of the main area, there is a green callout box with the text 'Click the Next button to continue.' and the 'UNI' logo. At the bottom of the video player, there is a control bar with a '< PREV' button on the left and a 'NEXT >' button on the right. Below the control bar is a standard video player interface with play, pause, and volume icons.

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

CHAPTER	YOU WILL LEARN ABOUT
1 – Common Terminology	<ul style="list-style-type: none">• Common Terminology• What a Job End Date transaction is• Job End Date Quick View
2 – Initiating a Job End Date Transaction for a Job without a Current Job End Date	<ul style="list-style-type: none">• 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
3 – Initiating a Job End Date Transaction for a Job with a Current Job End Date	<ul style="list-style-type: none">• 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
4 – Ending All of an Employee's Jobs	<ul style="list-style-type: none">• About the Separation Box• how to answer the question
5 – Ending 9/12 or 10/12 Jobs	<ul style="list-style-type: none">• The Deferred Pay Job• how to edit the Deferred Pay Job
6 – Course Review	<ul style="list-style-type: none">• You will participate in activities that will assess your understanding of the content covered in this course

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
- 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.

Chapter 1

Common Terminology

In this Chapter, you will learn:

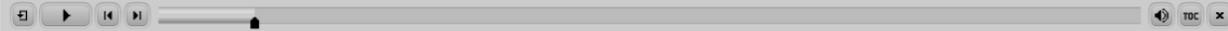
- Common Terminology
- What a Job End Date transaction is
- Job End Date Quick View

UNIT
1

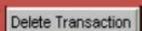
Click the **Next** button to continue.

< PREV

NEXT >



End a Job Transaction - Button Functionality

BUTTON	FUNCTIONALITY
	The Apply feature completes the transaction and applies the data to Banner. The User must have Apply permissions for this button to be active
	The Close button enables the user to exit the transaction.
	The Continue button is used to proceed through the screens of a Wizard
	The Delete Transaction button is used to delete a transaction from the system.
	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.
	The Route feature sends the transaction on to the next stop in the predetermined routing for the transaction.
	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 (MyInbox)
	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 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.

1. Editing an existing Job End Date

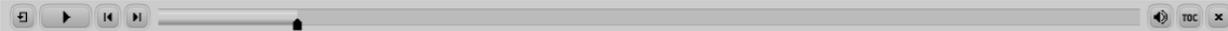
For example, an employee has a job that is scheduled to end in August. Instead, it is decided in the spring that the employee will leave the job early, in June. The Job End Date must be changed from the August date to the June date. Use the Job End Date transaction to change the existing end date on the job record.

Click the **Next** button to continue.



< PREV

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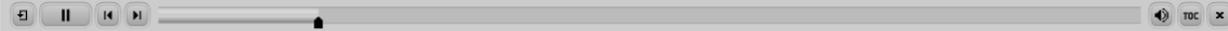
3. Removing an existing Job End Date

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.

Click the **Next** button to continue.

< PREV

NEXT >



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.

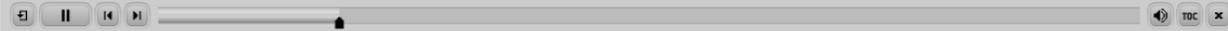
You may add/edit Job End Dates on multiple jobs in one transaction. If the jobs involved have different end dates, a Job End Date component will be required for each job. It is even possible to end all jobs for an employee using Job End Date, but this transaction type is *not* intended for separations. 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.

Click the **Next** button to continue.



< PREV

NEXT >



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.

Click the **Next** button to continue.



Chapter 1 Review

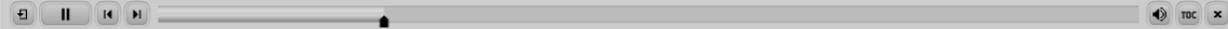
In this Chapter, you have learned:

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

Click the **Next** button to continue.

< PREV

NEXT >



Chapter 2

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

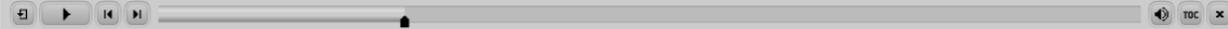
In this Chapter, you will learn:

- 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

Click the **Next** button to continue.

< PREV

NEXT >



Employee Record View

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

Doe, John 651234567 2-702000-School of Art and Design ECLS: BG Total FTE: 1.000 Base Salary: \$40,600.00 Total Salary: \$40,600.00

Full View:No Transaction:ReadOnly:BioDemoAccess:JobAccess=[C93335-00, C22058-S0]

DATE: View

Limited ERV Timeline View

GENERAL INFO EMPLOYEE GENER JOBS AUDIT TRAIL

EMPLOYEE GENER

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.

Print Friendly View

JOBS

Expand All

C93335-00: LAB SPEC, GRAPHIC DESIGN ECLS: BG TS ORG: 2-702000 TYPE: P FTE: 1.000 MTHLY: \$3,383.33 BEGIN: 8/16/2007 BGT PRO: R STATUS: A

Notice that the job you are ending does not have a current Job End Date.

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.

< PREV

NEXT >

Employee Record View

- HOME
- EMPLOYEE SEARCH
- IN/OUTBOXES
- TRANSACTIONS
- ADMIN TOOLS
- HELP
- LOGOUT

Doe, John 651234567 2-702000-School of Art and Design ECLS: BG Total FTE: 1.000

Full View:No Transaction:ReadOnly:BioDemoAccess:JobAccess=[C93335-00]

DATE: 1/31/2010 View

- GENERAL INFO
- EMPLOYEE DEMO
- MEMOS
- ATTACHMENTS
- AUDIT TRAIL

EMPLOYEE GENERAL INFO

You are now viewing this person as of 1/31/2010.

JOBS

C93335-00: LAB SPEC, GRAPHIC DESIGN ECLS: BG TS ORG: 2-702000 TYPE: P FTE: 1.000 MTHLY

- Transaction History
- 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

Salary: \$40,600.00

Limited ERV Timeline View

Print Friendly View

Expand All

Print Friendly View

To initiate the transaction click Job End Date from the Transactions Menu.

< PREV

NEXT >

Employee Record View

HOME EMPLOYEE SEARCH IN/OUTBOXES ADMIN TOOLS HELP LOGOUT

Doe, John 651234567 2.702000.School of Art and Design ECLS: BG Total FTE: 1.000 Base Salary: \$40,600.00 Total Salary: \$40,600.00

Full View:New Transaction=JOBENDDATE:Editable:BioDemoAccess:JobAccess=[C93335.00]

DATE: 1/31/2010 View

Limited ERV Timeline View

GENERAL INFO

BIO / DEMO

MEMOS

ATTACHMENTS

AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Save Cancel

Print Friendly View

JOBS

Expand All

C93335-00: LAB SPEC, GRAPHIC DESIGN ECLS: BG TS ORG: 2-702000 TYPE: P FTE: 1.000 MTHLY: \$3,383.33 BEGIN: 8/16/2007 BGT PRO: R STATUS: A

Save Cancel

Print Friendly View

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.

< PREV

NEXT >

C93335-00: LAB SPEC, GRAPHIC DESIGN ECLS: BG TS ORG: 2-702000 TYPE: P FTE: 1.000 MTHLY: \$3,383.33 BEGIN: 8/16/2007 BGT PRO: R STATUS: A

JOB DETAIL

DATES

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
8/16/2009	8/16/2009	11/15/2009	8/16/2007	

POSITION:	SUFFIX:	POSITION CLASS:	JOB TITLE:	JOB TYPE:
C93335	00	SAF		P - Primary

PAY ID:	FACTOR:	RATE:	JOB STATUS:
MN - Monthly	12	00.00	A - Active

Enter the Job End Date of 1/31/2010.

The Job End Date field is now editable. You also must select a Job Change Reason and enter a comment.

- JOB CHANGE REASON:
- Select One
 - Select One
 - EJ001 - End Job**
 - EJ002 - Employee Resignation
 - EJ003 - Employer Termination
 - EJ004 - Indefinite Layoff (CS)
 - EJ005 - Student Enrollment Violation
 - EJ006 - Job Terminated
 - EJ007 - Truncate Acting/Interim Job
 - EJ008 - Dismissed (CS)
 - EJ009 - End Summer Job (Acad & Grad)
 - EJ010 - Employee Job Resignation
 - NR005 - Trunc Job w/ Notice NonReappt
 - NR006 - Trunc Job w/o Notice NonReappt
 - OT006 - Data Correction
 - OT008 - Employee Group Change
 - OT009 - Campus Transfer
 - OT010 - Promotion (CS)
 - OT012 - Lateral Transfer (CS)
 - SP001 - Deceased
 - SP002 - Discharged (CS)

TIMESHEET

COA:	ORG:	TIME ENTRY METHOD:
2	702000 - School of Art and Design	P - Payroll

Select Job Change Reason EJ001 - End Job

TRAINING UNIT:	HOURS PER DAY:	SEARCH NUMBER:
	8.0	

UserID	Date
sandrns	11-24-2009 14:15

JOB CHANGE REASON: E.J001 - End Job
Select One

TIMESHEET: COA: ORG: 2 702000 - School of Art and Design

TIME ENTRY METHOD: P - Payroll

JOB EMPLOYEE CLASS: BG - Acad/Pro 10/12mth Ben Elig

LEAVE CATEGORY: B3 - 10/12 mth 2.FH.25

ACCRUE LEAVE: Y - Yes

SALARY: GROUP: 2010 TABLE: AA GRADE: UNDFD STEP: 0-0

PROBATION: PROB PERIOD:

BUDGET PROFILE CODE: R - Recurring

BARGAINING UNIT: NONE

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.

JOB COMMENTS

Comments	UserID	Date
1/31/2010	sandrsn	11-24-2009 14:15

Add

Old Comments UserID Date

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

Save Cancel

Print Friendly View

JOBS

Expand All

Click the Save button.

SIGN ECLS: BG TS ORG: 2-702000 TYPE: P FTE: 1.000 MTHLY: \$3,383.33 BEGIN: 8/16/2007 END: 1/31/2010 BGT PRO:

JOB DETAIL

DATES

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
1/31/2010	1/31/2010	11/15/2009	8/16/2007	1/31/2010
8/16/2009	8/16/2009			

POSITION

C9333

TITLE:

SPECIALIST, GRAPHIC DESIGN

JOB TYPE:

P - Primary

PAY ID:

MN - N

MONTHLY:

3,383.33

ANNUAL:

\$40,600.00

JOB STATUS:

T - Terminated

A - Active

JOB CH

EJ001

Department:

School of Art and Design

TIME ENTRY METHOD:

P - Payroll

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.

< PREV

NEXT >

Employee Rec

Doe, John

Full View:Transa

ORG:Default:Initi

DATE: 1/31/2010

IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

FTE: 1.000 Base Salary: \$43,025.76 Total Salary: \$43,025.76
Address: Not Completed: Editable: BioDemoAccess: JobAccess=[U91325-00], Stop:

Limited ERV Timeline View

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.

PROPOSED CH

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View	189706	01/31/2010	01/31/2010	U91325-00 COORD OF GRAD ACAD AFFAIRS	1-526000 Art & Design	EJ001, End Job	END	Delete

Add Change

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Route Save Cancel

Release Ownership Send To Send FYI Print Friendly View

Click the Route button.

Expand All

PRO: R STATUS: T ID AFFAIRS ECLS: BA TS ORG: 1-526000 TYPE: P FTE: 1.000 MTHLY: \$3,585.48 BEGIN: 12/16/2003 END: 1/31/2010 BGT

Route Save Cancel

Release Ownership Send To Send FYI Print Friendly View

< PREV

NEXT >

Employee Record View

- HOME
- EMPLOYEE SEARCH
- IN/OUTBOXES
- ADMIN TOOLS ▾
- HELP
- LOGOUT

• Success routing to ORG:Default:Review B U-1-KR-526-526000 (89968:492940).

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

Doe, John 651234567 1:

Full View:Transaction (89968:492940):Not Completed:ReadOnly:BioDemoAccess:JobAccess=[U91325-00], Stop: ORG:Default:Review B U-1-KR-526-526000 (89968:492940)

DATE: 1/31/2010 View

Limited ERV Timeline View

PROPOSED CHANGES

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View	189706	01/31/2010	01/31/2010	U91325-00 COORD OF GRAD ACAD AFFAIRS	1-526000 Art & Design	EJ001, End Job	END	Delete

Add Change

GENERAL INFO

BIO / DEMO

MEMOS

ATTACHMENTS

AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Take Ownership Print Friendly View

JOBS

Expand All

▶ U91325-00: COORD OF GRAD ACAD AFFAIRS ECLS: BA TS ORG: 1-526000 TYPE: P FTE: 1.000 MTHLY: \$3,585.48 BEGIN: 12/16/2003 END: 1/31/2010 BGT PRO: R STATUS: T

Take C

Click the Next button to continue.

< PREV

NEXT >

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

Click the **Next** button to continue.

< PREV

NEXT >



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

Click the **Next** button to continue.

< PREV

NEXT >



Employee Record View

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

Doe, John 651234567 1-801000-Dance ECLS: GA Total FTE: 0.660 Base Salary: \$18,714.84 Total Salary: \$18,714.84
Full View:No Transaction:ReadOnly:BioDemoAccess:JobAccess=[U60368-00, U00072-00, U99892-SM, U67544-00, U07884-00, U70405-00, U07946-SM, U92039-00, U97849-00, U98232-00]
DATE: View Limited ERV Timeline View

GENERAL INFO

EMPLOYEE GENERAL

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.

AUDIT TRAIL

JOBS

U92039-00: GRAD HOURLY	ECLS: HG	TS ORG: 1-801000	TYPE: P	FTE: 0.000	HRLY: 20.000000	BEGIN: 6/2/2008	STATUS: A
U07884-00: GRAD TEACHING ASST	ECLS: GA	TS ORG: 1-526000	TYPE: S	FTE: 0.660	MTHLY: \$2,079.43	BEGIN: 1/1/2008	END: 5/15/2010 STATUS: A

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.

< PREV

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Employee Record View

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS MULTITABLE Navigation Sector HELP LOGOUT

Doe, John 651234567 1-801000-Dance ECLS: GA Total FTE: 0.660 Base Salary: 84

Full View:No Transaction:ReadOnly:BioDemoAccess:JobAccess=[U07884-00, U92039-00]

DATE: 5/15/2010 View

GENERAL INFO ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFO

JOBS

U92039-00: GRAD HOURLY ECLS: HG TS ORG: 1-801000 TYPE: P FTE: 0.000 HRLY: 20.000000 BL

U07884-00: GRAD TEACHING ASST ECLS: GA 3 BEGIN: 1/1/2008 END: 5/15/2010 STATUS: T

Transaction History
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

You are now viewing this person as of 5/15/2010.

To initiate the transaction click Job End Date from the Transactions menu.

< PREV NEXT >

Employee Record View

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

Doe, John 651234567 1-801000.Dance ECLS: GA Total FTE: 0.660 Base Salary: \$18,714.84 Total Salary: \$18,714.84

Full View:No Transaction:Readonly:BioDemoAccess:JobAccess=[U07884-00, U92039-00]

DATE: 5/15/2010 View

Limited ERV Timeline View

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Print Friendly View

JOBS

Expand All

U92039-00: GRAD HOURLY ECLS: HG TS ORG: 1-801000 TYPE: P FTE: 0.000 HRLY: 20.000000 BEGIN: 6/2/2008 STATUS: A
U07884-00: GRAD TEACHING ASST ECLS: GA TS ORG: 1-526000 TYPE: S FTE: 0.660 MTHLY: \$2,079.43 BEGIN: 1/1/2008 END: 5/15/2010 STATUS: T

Under the Jobs tab, click the accordion bar of the job you wish to end.

Print Friendly View

The Employee Record View will refresh and the transaction can now be completed.

< PREV

NEXT >

U07884-00: GRAD TEACHING ASST ECLS: GA TS ORG: 1-525000 TYPE: S FTE: 0.660 MTHLY: \$2,075.43 BEGIN: 1/1/2008 END: 5/15/2010 STATUS: T

JOB DETAIL

DATES
PERSONNEL DATE: 5/15/2010 EFFECTIVE DATE: 5/15/2010 LAST PAID DATE: 11/15/2009 JOB BEGIN DATE: 1/1/2008 **JOB END DATE: 5/15/2010**

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

POSITION: U07884 SUFFIX: 00 POSITION CLASS: CASHA JOB TITLE: JOB TYPE: S - Secondary

Enter the new Job End Date of 1/31/2010.

PAY ID: MN - Monthly FACTOR: 9 JOB STATUS: T - Terminated

JOB CHANGE REASON: Select One TIMESHEET COA: 1 ORG: 526000 - Art & Design TIME ENTRY METHOD: Payroll

JOB EMPLOYEE CLASS: GA - Graduate Assistants LEAVE CATEGORY: E5 - 9/9 mth 2 FH 13 ACCRUE LEAVE: N - No

SALARY: GROUP: 2010 TABLE: VB GRADE: UNDFD STEP: 0-0 PROBATIONARY: BEGIN DATE: END DATE: INCREASE MM/DD: ANNIV DATE:

BUDGET PROFILE CODE: Blank BARGAINING UNIT: CA - U-Graduate Employee Union HOURS PER DAY: 6.3 SEARCH NUMBER:

JOB COMMENTS

Comments	UserID	Date
reappointing, Writing with Video program spring 2010. La Verne 4-0587	muss@lmi	10-13-2009 13:58:41
	sandrsn	11-24-2009 15:40

Click the Next button to continue.

< PREV

NEXT >

U07884-00: GRAD TEACHING ASST ECLS: GA TS.ORG: 1-526000 TYPE: S FTE: 0.660 MTHLY: \$2,079.43 BEGIN: 1/1/2008 END: 1/31/2010 STATUS: T

JOB DETAIL

DATES:

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
1/31/2010	1/31/2010	11/15/2009	1/1/2008	1/31/2010
1/1/2010	1/1/2010			

POSITION: SUFFIX:
U07884 00

PAY ID: FACTOR:
MN - Monthly 9 0.660 100.0 9.43 \$18,714.84 1 - Terminated
A - Active

JOB CHANGE REASON:
Select One

TIMESHEET:
COA: ORG: 1 526000 - Art & Design

TIME ENTRY METHOD:
P - Payroll

JOB EMPLOYEE CLASS: LEAVE CATEGORY: ACCRUE LEAVE:
GA - Graduate Assistants E5 - 9/9 mth 2 FH 13 N - No

SALARY:
GROUP: TABLE: GRADE: STEP: 2010 VB UNDFD 0-0

PROBATIONARY:
PROB PERIOD: BEGIN DATE: END DATE: INCREASE MM/DD: ANNIV DATE:

BUDGET PROFILE CODE: BARGAINING UNIT: HOURS PER DAY: SEARCH NUMBER:
Blank GA - U-Graduate Employee Union 5.3

The page at <https://hr-posttest.apps.uillinois.edu> says:

 New Job End Date 1/31/2010 after active record on 01/01/2010, refresh to 1/31/2010 date required.

OK

Click OK.

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.

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NEXT >

U07884-00: GRAD TEACHING ASST ECLS: GA TS ORG: 1-526000 TYPE: S FTE: 0.660 MTHLY: \$2,079.43 BEGIN: 1/1/2008 END: 1/31/2010 STATUS: T

JOB DETAIL

DATES

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
1/31/2010	1/31/2010	11/15/2009	1/1/2008	1/31/2010
1/1/2010	1/1/2010			5/15/2010

You must select a Job Change Reason and enter a comment.

POSITION: U07884 SUFFIX: 00 POSITION CLASS: CASHA - GRAD TCH ASST JOB TITLE: GRAD TEACHING ASST JOB TYPE: S - Seconda

PAY ID: MN - Monthly FACTOR: 9 JOB FTE: 0.660 APPT %: 100.0 PAY RATE: HOURLY: 18.176836 MONTHLY: \$2,079.43 ANNUAL: \$18,714.84 JOB STATUS: T - Terminated A - Active

- Select One
- Select One
- EJ001 - End Job**
- EJ002 - Employee Resignation
- EJ003 - Employer Termination
- EJ004 - Indefinite Layoff (CS)
- EJ005 - Student Enrollment Viola
- EJ006 - Job Terminated
- EJ007 - Truncate Acting/Interim J
- EJ008 - Dismissed (CS)
- EJ009 - End Summer Job (Acad
- EJ010 - Employee Job Resignation
- NR005 - Trunc Job w/ Notice NonReappt
- NR006 - Trunc Job w/o Notice NonReappt
- OT006 - Data Correction
- OT008 - Employee Group Change
- OT009 - Campus Transfer
- OT010 - Promotion (CS)
- OT012 - Lateral Transfer (CS)
- SP001 - Deceased
- SP002 - Discharged (CS)

Select Job Change Reason EJ001 - End Job

TIMESHEET COA: ORG: 1 526000 - Art & Design TIME ENTRY METHOD: P - Payroll

PROB PERIOD: BEGIN DATE: END DATE: INCREASE MMDD: ANNIV DATE:

TRAINING UNIT: HOURS PER DAY: SEARCH NUMBER: Graduate Employee Union 5.3

< PREV

NEXT >

JOB CHANGE REASON: EJOB1 - End Job
Select One

TIMESHEET: COA: 2 ORG: 702000 - School of Art and Design

TIME ENTRY METHOD: P - Payroll

JOB EMPLOYEE CLASS: BG - Acad/Pro 10/12mth Ben Elig

LEAVE CATEGORY: B3 - 10/12 mth 2.FH.25

ACCUE LEAVE: Y - Yes

SALARY: GROUP: 2010 TABLE: AA GRADE: UNDFD STEP: 0-0

PROBATION: PROB PERI

BUDGET PROFILE CODE: R - Recurring

BARGAINING UNIT: NONE

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.

JOB COMMENTS

Comments	UserID	Date
	sandrsn	11-24-2009 14:15

Add

Old Comments	UserID	Date
--------------	--------	------

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

Save Cancel

Print Friendly View

JOBS

Expand All

Click the Save button.

SIGN ECLS: BG TS ORG: 2-702000 TYPE: P FTE: 1.000 MTHLY: \$3,383.33 BEGIN: 8/16/2007 END: 1/31/2010 BGT PRO:

JOB DETAIL

DATES

PERSONNEL DATE:	EFFECTIVE DATE:	LAST PAID DATE:	JOB BEGIN DATE:	JOB END DATE:
1/31/2010	1/31/2010	11/15/2009	8/16/2007	1/31/2010
8/16/2009	8/16/2009			

POSITION

C9333

TITLE:

SPEC, GRAPHIC DESIGN

JOB TYPE:

P - Primary

PAY ID:

MN - M

MTHLY:

383.33

ANNUAL:

\$40,600.00

JOB STATUS:

T - Terminated

A - Active

JOB CH

EJ001

SAD18

Job Title:

of Art and Design

TIME ENTRY METHOD:

P - Payroll

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.

< PREV

NEXT >

Employee Rec

OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

Doe, John

0.660 Base Salary: \$18,714.84 Total Salary: \$18,714.84

Full View: Transa
U92039-00], Stop:

(drsn):Not Completed:Editable:BioDemoAccess:JobAccess=[U07884-00,

DATE: 1/31/2010

Limited ERV Timeline View

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.

PROPOSED CH

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View	189708	01/31/2010	01/31/2010	U07884-00 GRAD TEACHING ASST	1-526000 Art & Design	EJ001, End Job	END	Delete

Add Change

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Route Save Cancel

Release Ownership Send To Send FYI Print Friendly View

Click the Route button.

TS ORG: 1-801000 TYPE: P FTE: 0.000 HRLY: 20.000000 BEGIN: 6/2/2008 STATUS: A	Expand All
ECLS: GA TS ORG: 1-526000 TYPE: S FTE: 0.660 MTHLY: \$2,079.43 BEGIN: 1/1/2008 END: 1/31/2010 STATUS: T	

Route Save Cancel

Release Ownership Send To Send FYI Print Friendly View

< PREV

NEXT >

Employee Record View

- HOME
- EMPLOYEE SEARCH
- IN/OUTBOXES
- ADMIN TOOLS ▾
- HELP
- LOGOUT

• Success routing to ORG:Default:Review B U-1-KR-526-526000 (89968.492940).

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

Doe, John 651234567 13

Full View:Transaction (89968:492940) :Not Completed:ReadOnly:BioDemoAccess:JobAccess=[U91325-00], Stop: ORG:Default:Review B U-1-KR-526-526000 (89968:492940)

DATE: 1/31/2010

[View](#)

Limited ERV

[Timeline View](#)

PROPOSED CHANGES

	ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	Apply Status
View	189706	01/31/2010	01/31/2010	U91325-00 COORD OF GRAD ACAD AFFAIRS	1-526000 Art & Design	EJ001, End Job	END	

[GENERAL INFO](#)

[BIO / DEMO](#)

[MEMOS](#)

[ATTACHMENTS](#)

[AUDIT TRAIL](#)

EMPLOYEE GENERAL INFORMATION

[Take Ownership](#)

[Print Friendly View](#)

JOBS

[Expand All](#)

U91325-00: COORD OF GRAD ACAD AFFAIRS ECLS: BA TS ORG: 1-526000 TYPE: P FTE: 1.000 MTHLY: \$3,585.48 BEGIN: 12/16/2003 END: 1/31/2010 BGT

PRO: R STATUS: T

[Take C](#)

Click the Next button to continue.

[PREV](#)

[NEXT](#)

Chapter 3 Review

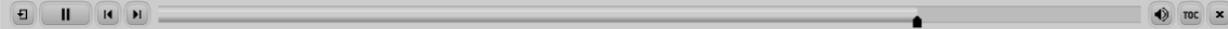
In this Chapter, you have learned:

- 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

Click the **Next** button to continue.

< PREV

NEXT >



Chapter 4

Ending All of an Employee's Jobs

In this Chapter, you will learn:

- About the Separation Box
- How to answer the question

Click the **Next** button to continue.

< PREV

NEXT >



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.

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

Click the **Next** button to continue.

< PREV

NEXT >



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

Click the **Next** button to continue.

< PREV

NEXT >



Employee Record View

- HOME
- EMPLOYEE SEARCH
- IN/OUTBOXES
- TRANSACTIONS
- ADMIN TOOLS
- HELP
- LOGOUT

• 1 DP components automatically generated.

Doe, John 6512
 Full View: Transaction
 C93335-DP, C22058-SD
 DATE: 11/25/2009

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.

PROPOSED CHANGE

ID	Chan Date	Job Description	Job Code	Job Title	Job Type	Job Status	Job Action
189710	11/25/2009	GRAPHIC DESIGN	EJ001	and Design	End Job	END	Delete
189711	11/25/2009						

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.

GENERAL INFO

EMPLOYEE GENERAL INFORMATION

Route Save Cancel

Release Ownership Send To Send FYI Print Friendly View

JOBS

Job ID	Description	ECLS	TS ORG	TYPE	FTE	MTHLY	BEGIN	END	BGT PRO
C93335-DP	LAB SPEC, GRAPHIC DESIGN	BG	2-702000	O	0.000	\$0.00	8/16/2009	11/25/2009	
C93335-00	LAB SPEC, GRAPHIC DESIGN	BG	2-702000	P	1.000	\$3,383.33	8/16/2007	11/25/2009	

< PREV

NEXT >

Chapter 5 Review

In this Chapter, you have learned:

- The Deferred Pay Job
- How to edit the Deferred Pay Job

Click the **Next** button to continue.

< PREV

NEXT >



Job End Date Transaction - HR Front End

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.

[COMPLETE COURSE](#)