Temporary Terminations

PROCESSING GUIDELINES

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DONNA JEDELE
1. Temporary terminations with 4 months of pay in-activity will be processed through the purge. Workflow can be used to process a timely termination.
2. No longer process temporary terminations via paper.
3. Temporary terminations with restrictions need to be processed the same as a regular employees with a restriction. Staff HR will be the final approval.
1. When processing temporary terminations through workflow, best practice would be to use the system date as the effective date of the termination.

- When processing terminations the system looks for any current active appointment(s) (regular and temporary) with effective dates prior to the termination date.
- If there are no other appointment(s) active on the data base the I-9 will be ended.
- If there are active appointment(s) with effective dates prior to the termination date the I-9 will not be ended.
- If there are active appointment(s) with effective dates in the future of the termination date and there is a break in service the I-9 will be ended.
2. If a termination is processed with a retro effective date and there is an active appointment with a future effective date;

- The department with the active appointment needs to obtain a new I-9.
- The I-9 could be out of compliance if obtaining after 3 days of the hiring effective date.
- Expired I-9 emails will be sent to departments and employees if there is no active I-9 on file for the appointment(s) on the database.
EXAMPLE

Rcd #0 – Temporary appointment – termination date 9-28-12 – processed on 10-15-12
Rcd #1 – Temporary appointment – hire date 10-1-12 – processed 10-2-12

When new hire was processed on rcd #1 the appointment on rcd #0 was still active, the I-9 was still active at the time. When termination was processed with a retro date on rcd #0, this created a break in service. The I-9 was ended when the termination was processed. A new I-9 would need to be obtained by the department that processed the new appointment.
In summary:

1. **Avoid retro temporary terminations**
   If retro termination is absolutely necessary, please provide reason in comments section.

2. **Use system date in workflow when processing temporary terminations**

3. **Temporary purge is run 4 times a year**
   - February
   - May
   - August
   - November
QUESTIONS?