



## Reasons Jobs End

The **EED** (Expected End Date) process is critical for both changing an employee's job status, and also stopping pay. The concept is that jobs continue until an action is taken to either stop or change their status.

3 phases of the Expected End Date processing occur at intervals driven by the **EED** and actions/reasons.

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### NAVIGATION

Managers Self-Service → Job and Personal Information → Position Cross-Ref → Current/Future Incumbents → Incumbent → Click on EmplID → EED Trigger (8<sup>th</sup> Tab)

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### REASONS JOBS END

#### **Reasons Jobs End:**

- Temporary Assignment
- Assignment to Special Duty
- Funding Ends
- Visa Expiration Dates
- Short Term Contracts
- Graduate Assist/Assoc Contracts
- Semester Hires

#### **Action/Reason:**

- Job Ending
- Job Ending
- Job Ending
- Expiring Visa
- Short Wk Break- Sum or Fall/Fiscal
- Short Wk Break- Sum or Fall-Fiscal
- Short Wk Break- Semester Off

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### JOBS TERMINATE AT END OF SHORT WORK BREAK STATUS

Expected End Date processing

- 1) **EED** (Expected End Date) Plan
- 2) Short Work Break – Unpaid Status
- 3) Terminate Job

**Note:** Short Work Break Period is the number of days used to calculate the Expected End Date that initiates a termination row if no action is taken to extend the job record.



EXPECTED END DATE MATRIX

*Employee jobs terminate at end of Short Work Break Status*

| Employee Category  | Planned/Scheduled End Date                                      | EED Plan (Action/Reason)                   | SWB (Action/Reason)                      | Short Work Break Period | Job Termination Reason |
|--|---|--|--|-------------------------|------------------------|
| <b>Classified and Ancillary Staff, Students</b>                | Not date specific   | <i>DTA- Job Ending (END)</i>               | <i>SWB- Job Ending (END)</i>             | 14 days                 | Employment Ended       |
| <b>Faculty, Appointed Personnel, Grad Asst/Assoc</b>           | End of Fiscal or Academic semester or 6/30 (end of fiscal year) | <i>DTA-SWB Fall/Fiscal (SBF)</i>           | <i>SWB- Temp Off (Fall/Fiscal) (FLL)</i> | 30 days                 | Due to Inactivity      |
| <b>Faculty, Appointed Personnel, Grad Asst/Assoc, Students</b> | End of Academic semester  | <i>DTA-SWB Summer/Unknown Return (SBU)</i> | <i>SWB- Temp Off (Summer) (TMP)</i>      | 120 days                | Due to Inactivity      |
| <b>Adjuncts Summer Winter Session 1 job (one semester off)</b> | End of fall or spring semester                                  | <i>DTA- SWB Semester Off (SBU)</i>         | <i>SWB-Semester Off (SEM)</i>            | 260 days                | Due to Inactivity      |
| <b>All categories</b>  | Based on visa expiration  | <i>DTA- Expiring Visa Status (VSA)</i>     | <i>SWB - Expired Visa Status (VSA)</i>   | 14 days                 | Voluntary Resignation  |



**Employee jobs automatically return to an Active status from the Short Work Break**

| Employee Category  | Planned/Scheduled End Date  | EED Plan (Action/Reason)          | SWB (Action/Reason)                                   | Return Date                                  | Return from SWB (Action/Reason) |
|--|-----------------------------|-----------------------------------|---|--|---------------------------------|
| Faculty, Appointed Personnel, Students – (Academic only) | End of academic year - 5/19 | DTA - <b>SWB Summer Off</b> (SBR) | SWB – Rollover 9 months (Students Apptd, Staff) (OFF) | Return – Beginning of Academic Semester 8/14 | Return from SWB                 |

**HOW TO STOP OR CHANGE EXPECTED END DATE PROCESSING**

- Submit a PAF and I-9 re-verification form (if applicable) to change or stop Expected End Date processing
- Modify the Expected End Date field to reflect the change
- Forward the approved document to Systems Control

**Expected End Date:** This date is critical for terminating job instances or stopping an employee’s pay; which should always be the last day scheduled to work.

**End Job Automatically:** A checked *Auto End* flag combined with an Expected End automatically moves to 2<sup>nd</sup> phase-unpaid status or 3<sup>rd</sup> phase-terminate job.

**30-Day Notice:** An expected end date process has been established to generate a 30-day notification report which includes a list of records scheduled for pending actions. This notification will be available 30-days from the date entered in the expected end date field. This notice is located in UAccess Analytics under Positions Ending in a Month. (Employee → Business Manager Home Page)



## Position Cross Reference View

Employee Current Job(s)

**Employee Current Job**

EmplID: 22051188 Jake Carter  
Primary/Home Dept: 7706 Systems Control

Current or Former Retiree?:   
Citizen or Perm Resident?:

Current/Future Job(s)

| Incumbent | Action/Reason | Job Attrib | Payroll  | Compensation | Benefits            | Cross-Rcd  | EED Trigger |            |                                     |
|-----------|---------------|------------|----------|--------------|---------------------|------------|-------------|------------|-------------------------------------|
| Empl Rcd  | Job Effdt     | Eff Seq    | Position | Action Descr | Action/Reason Descr | Effdt      | Effseq      | Exp End Dt | Auto End                            |
| 0         | 07/01/2011    | 0          | 1859207  | Data Change  | Job Ending          | 05/31/2011 | 1           | 08/05/2011 | <input checked="" type="checkbox"/> |

1. **Job Effdt:** Effective Date of *current* Job Row in Job Data.
2. **Eff Seq:** Effective Sequence of *current* Job Row in Job Data.
3. **Position:** Position Number in which the job is ending; and in which the expected end date is entered.
4. **Action Descr:** Not only provides a generic description of *why* jobs end, but when used in combination with the Action/Reason is programmed to trigger the expected end date.
5. **Action/Reason Descr:** Not only provides a specific description of *why* jobs end, but when used in combination with the Action is programmed to trigger the expected end date.
6. **Effdt:** The Expected End Date will carry over from one Effective Dated Job Row to the next. The Effdt reflects the job effective date that it appeared in originally.
7. **Effseq:** Effective Sequence Number of Job Row in which the expected end date is entered.
8. **Exp End Dt:** The date the job is scheduled to end or change to a stop pay or terminate job status, and should reflect the last day worked.
9. **Auto End:** Check Box determines whether a Job will end change to a short work break or stop pay status automatically.