SEPARATIONS

General Procedure

The procedures described in this section are for separating an employee from all UCR employment for one of the following reasons:

- Acceptance of another position
- Pursuit of another position
- Self-employment
- Dissatisfaction with UCR employment
- Pregnancy-no leave desired
- Marital/domestic obligations
- Health
- Enrollment in school
- Failure to return from leave
- Other
- Expiration of appointment (Academic)
- Termination from management position, per diem classes, or coach/related professional
- Expiration of casual employee position (Staff)
- Other (on call)
- Released before regular status is attained
- Dismissal due to lack of performance
- Misconduct
- Quit without notice
- Medical separation
- Military service
- Retirement
- Death
- Indefinite layoff

Reminder: Use <F1 Help> for assistance in entering data.
Workflow for Separation Actions

The following procedures determine how to complete the separation process for employees separating employment with the University.

1. Complete all the screens in the appropriate bundle and update the database.
   When the update is successful, the message **U0007 Update process complete** is displayed and you are returned to the first screen in the bundle.

2. Complete side one of the Unemployment Insurance Termination Report (Form US602). Make sure the employee completes side two and signs the UI report.

3. Employees who are members of the UCRP should contact the campus Benefits Office regarding disposition of their retirement.

4. If an employee wants to cancel any deductions and benefits, have them complete and sign the appropriate cancellation forms and forward them to Benefits. Encourage the employee to contact the Benefits Office for information and related forms regarding the availability of healthcare coverage continuation under the COBRA act.

5. Send parking cancellation forms to Parking.
To Begin ...

1. Access the Function Code Menu (BUND).

2. At the next func line, type SEPR to select Separations.

3. Tab to and type the ID number, name or social security number of the employee and press <Enter>.

   The Separation screen (ESEP) displays the current employee data.
ESEP (Separation)

Last Day on Pay:
The last day the employee will receive compensation.

Separation Date:
The date upon which the separation is effective, in the format: mmddyy.

Reason:
Code indicating the reason for separation. Press <F1 Help> to see valid codes.

Destination:
Code indicating the employee's destination following employment with the University. Press <F1 Help> to see valid codes.

Future Institution Code:
If applicable, Code indicating the institution the employee will be affiliated with for future employment. Press <F1 Help> to see valid codes.

For Payroll Use Only:
1. Terminal Compensatory Time Paid:
   For Staff positions only, if applicable. The remaining balance to be paid to the employee for unused, accrued compensatory time.

2. Terminal Sick Leave Balance:
   Required for Staff positions; for Academic positions, if applicable. The remaining balance to be paid to the employee for unused, accrued sick leave.

Notes and Tips
- This screen allows entry and update of information to be supplied when the employee separates. Information such as the date and reason for separation is entered at this screen.
- The Separation Date is usually the same as the Last Day on Pay.

Data Element Definitions
(required data elements are highlighted)
ESEP (Separation)

Data Element Definitions
(required data elements are highlighted)

3. Terminal Vacation Leave Paid:
   Required for Staff positions; for Academic positions, if applicable. The remaining balance to be paid to the employee for unused, accrued vacation time.

4. Paid Time Off:
   Required for staff positions; for academic positions, if applicable. The remaining balance to be paid to the employee for unused, accrued paid time off (TRIP).

Notes and Tips
Appointment and Distribution Line Procedures

Use the following procedures to add or change appointments and/or distributions. When changes are required, this is indicated in Notes and Tips within the procedure:

Navigational Tips:

- The <Tab> key can be used to move the cursor from one modifiable field to another.

- To go directly to an existing appointment or distribution line; Type "GOTO nn" (i.e., nn = an existing appointment or distribution number) to place the cursor on the screen which contains information associated with the specified appointment or distribution number.

Ending the current appointment or distribution:

1. Tab to the Appointment End Date field and type the new end date.
2. If the Appointment Duration is "Tenured" or "Indefinite", type asterisk ( * ) to delete the current information.
3. If applicable, tab to the FTE field and type asterisk ( * ) to delete this information.
4. Tab to the Distribution End Date field and type the new end date.
5. Repeat for multiple distributions, if applicable.
EAPP (Appts/Distributions)

**Data Element Definitions**
(required data elements are highlighted)

**Appt End:**
Date on which the appointment is expected to end, in the format: mmddyy.

**Dur:**
Code indicating the expected duration of the appointment, if applicable. Press <F1 Help> to see valid codes. Enter an asterisk (*) to delete data in this field, if applicable.

**FTE:**
The percentage of the budgeted position which the distribution represents. Enter an asterisk (*) to delete data in this field, if applicable.

**Pay End:**
Date on which pay is expected to end for the account/fund, in the format: mmddyy.

**Notes and Tips**
- This screen allows entry and update of one appointment and up to four distributions per screen.
- If there are more than four distributions associated with an appointment, the additional distributions can be viewed by scrolling through additional screens.
- Be sure to end all appointments and distributions associated with this appointment.
EPD1 (Employee Personal Data 1)

Data Element Definitions
(required data elements are highlighted)

Permanent Address
Change if an employee has indicated a change of address, i.e., when a foreign employee returns to their foreign country.

Line 1:
First line of the address to which all University mail will be sent (e.g., benefits statement, tax information).

Line 2:
Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.).

City:
City portion of the address. United States and foreign addresses

State:
State portion of the address. United States addresses only.

Zip:
Zip code associated with the address. United States addresses only.

Foreign Address Ind:
Letter (F) indicating whether this is a foreign address

Prov:
Foreign addresses only. Province associated with the address, if applicable.

Cntry:
Foreign addresses only. Two-digit country code associated with the address. Press <F1 Help> to see valid codes.

Home Phone:
Current home telephone number.

Notes and Tips
- Only change those fields that need to be updated.
Update the Employee Database (EDB)

1. Ensure you have completed all the required data elements in the bundle.
2. Press <F5 Update> to add this employee record in the EDB.
3. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete. You are returned to the first screen in the bundle so you can begin another separation action. Additional options are available as follows:
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   • To go to another function, move to the "Next Function" field and enter the new function code.
   • To exit the Online Payroll/Personnel System, press <F12 Exit>. You will be returned to the CICS Application main menu.
4. If the update is not successful, there are consistency edit problems with the data you entered and the Consistency Edit (ECON) screen is displayed (see sample screen on the following page) listing consistency errors associated with this record.
Correcting Consistency Edit Problems (ECON)

If there are consistency errors, the update process will not be successful. The consistency edit (ECON) screen will be displayed. Review all error messages to determine appropriate action to be taken. You can correct errors directly on the ECON screen, or press <F3 Return> to return to the data entry screen to make the necessary corrections, or press <F2 Cancel> to cancel the update. If <F6 Next Msg> is appearing at the bottom of the screen, press F6 to display next error message. After you have received and/or corrected all error messages, press <F5 Update>.

Each message displayed on the ECON screen has an associated severity level.
Correcting Error Messages (IMSG)

After updating the bundle, you may request to see any other system messages related employee record that you have just entered/updated. Enter IMSG in the "Next Func", then enter the employee ID, name, or social security number and press <Enter>. The system will display other messages you may want to review and/or correct. To correct, you will need to go to the appropriate function, make the correction, and go through the update process again.