

## Termination of Temp Appointment – Job Aid

1. Using the Termination or Retirement PAR transaction, enter or select the **Last Day Employed**.

**Notes: Last Day Employed** (For temps this is the current date of the transaction or a future date, retroactivity is not allowed.) The effective date automatically populates as one day after the **Last Day Employed**.

2. Select the applicable value from the **Action** drop-down list.

**Note:** The Action is termination.

3. Select the applicable value from the **Reason** drop-down list. *In most cases, this will be Appointment Completed.*
4. Turn on the applicable radio button in the **Recommended for Rehire** group box.
5. If applicable, enter **No Rehire/Restricted**. ***MUST have spoken with HR prior to selecting this option.***

**Note:** Comments and documentation must be included when selecting **No Rehire/Restricted**.

6. Must Add Last Date worked in bottom comments box.
7. Complete the PAR:
  1. If applicable, Add Supporting Documents
  2. Add Approvers. In cases of **No Rehire/Restricted**, **an additional HR approver must be added with either Tonja Petrella or Helen Phinisee as the final approver.**
  3. Save & Submit

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Person Modifier Summary

visa/Permit Data Summary

Employee Record Summary

Select?	Empl Rcd#	Eff Date	Job Code / Department	Payroll Stat / Action Rsn	Std Hrs	Class Ind	FLSA	Comp Rate / Comp Freq	FTR / Appt
<input type="checkbox"/>	0	05/26/2013	024500 676609 COMP CONSULT II (TEMP) ITS SS Service Center	Terminated Appointment Completed	0.00	Regular	N	15.00 Hourly	
<input checked="" type="checkbox"/>	1	03/02/2014	102354 481473 Documentation Specialist Assoc ITS Dsgn-Bld Solutions Pool	Active Transfer	40.00	Regular	N	1,615.38 Biweekly	1,615.38 Biv

[Termination Checklist Review Required](#)      Termination      [Approvals](#)      [Supporting Documents](#)  
[Add](#)   [View](#)   [Delete](#)

Job Information Find   First 1 of 1 Last

Empl Record: 1 **1**

Last Day Employed:  **1** (Last day of employment or end of recall rights or leave of absence end date.)      Effdt

Action:  **2**      Reason:  **3**      Future Addl Pay rows?:

Recommended For Rehire


**4** Yes     No Rehire     Restricted (Rehire in different position or department)


Comments: **5** Only use this comment box for No Rehire or Restricted Rehire.

Name, Location and Phone Number of New Employer (REQUIRED FOR FACULTY AND HOUSE OFFICERS)

Employer:

Address:

City:       State:        Zip Code:

Country:  USA       Telephone:

Title:

Comments: **6** Last date worked: 6/7/2018