Salaried 9 Month Termination Process

This is the time of year that folks are terminating 9 month salaried appointments for faculty as of 24-May-2016. We thought it would be a good idea to go over the process. 9 month salaried faculty benefits are pro-rated so they pay for their benefits from Sep-Jan that covers them through 24-Aug. Therefore, their appointment may end May 24, but their benefit coverage extends through August.

1. If the salaried faculty member is less than 6 months, retiring, or their FTE is less than 50% and you’ve checked they only have one assignment, you can term the salaried 9 month faculty member by the normal process of finding the faculty member, going to the End Employment screen, entering an assignment change reason and entering the date in the actual termination date field.

2. The process for salaried faculty employees who are greater than 6 months, greater than 50%, the salary reason is not retirement, or they only have one active assignment is as follows:

First Step:

1. Date-track to 25-May-2016 and find their 9-month salaried assignment.
2. Change the status field of the assignment to “Non 12 Month Termination.”
3. Click OK
4. Click Update
5. Enter the Assignment Change Reason as “Miscellaneous Change.”
6. Click OK and Save.

Second Step:

Run the PSP: Liquidate Encumbrances for Termination Process. Enter the faculty member’s name in the Employee 1 field and enter the termination date as 24-Aug-2016, Ok, Submit.

Last Step:

The Final step is to go to the End Employment screen, date-track to 24-Aug-2016, enter your leaving reason, enter 24-May-2016 in the “Projected” field and enter 24-Aug-2016 in the “Actual” field. Then go to any special information fields (Administrative Appt, Committee, Endowed Chair) they have and final end date them or change the future end date to 24-May-2016.