

# University of Alaska

## Automation of Job Assignment and Employment Termination

Presented by

UA Office of Human Resources

# Current Process




- Employee submits resignation
- UA paper termination form is completed
- Information passed along to HR office
- Final timesheet is completed
- Exit interview
- Final pay processed

# Issues with Current Process



- Termination form is not always completed or is delayed in submission
- Delay in collecting outstanding \$ and in ending security accesses
- HR and/or PPA is notified of termination after employee's last day of work
- Delay with processing final pay
- Labor intensive process

# Current Process Form

	<b>University of Alaska System Termination</b>		MAU/Major Administrative Unit (circle one) Department UAA    UAF    UAS    SW	
	Last Name _____ First _____ M. _____		Employee ID _____ Home Phone _____	
	<input type="checkbox"/> Regular    Term Date (last day paid) _____ <input type="checkbox"/> Temporary    Employee Class _____ <input type="checkbox"/> Student    Position # _____ Suffix # _____ Job TKL (Check Dist Code) _____			

**Employee/Department:** Complete information on form, attach the employee's final timesheet, and forward to your campus HR office. Also attach resignation letter from the employee if appropriate to the termination reason (see reverse side of form).

**Termination Reason (PEAEMPL)**  
Term Code: \_\_\_\_\_ Reason: \_\_\_\_\_  
*See reverse side of form for term codes*

**Employee Contact Information (PPAIDEN)**  
Current Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Address Change** \_\_\_\_\_  
☐ For Final Pay    ☐ For Future Communications  
New Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Supervisor Information**  
Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
MAU: \_\_\_\_\_ TKL: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Supervisor's Acceptance Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Payroll Entry Checklist**  
☐ Final Timesheet attached  
☐ Annual Leave Payoff  
☐ Copy of final check information attached (PHICHEK)

**Personnel Entry Checklist**  
☐ NBAJOBS    ☐ PEAESCH    ☐ PDAEDN    ☐ PDABCOV    ☐ PEAERVW(Retiree)    ☐ PPAIDEN    ☐ PEAEMPL

Personnel \_\_\_\_\_ Date \_\_\_\_\_  
Payroll \_\_\_\_\_ Date \_\_\_\_\_  
ORIGINAL: Regional Personnel    COPIES: Regional Payroll, Department

**Clearances**  
Balance due\*\*    Approved by  
Department \$ \_\_\_\_\_  
Business Office \$ \_\_\_\_\_  
Library \$ \_\_\_\_\_  
Keys \$ \_\_\_\_\_  
Security/Parking \$ \_\_\_\_\_  
Corporate Card \$ \_\_\_\_\_  
Procard \$ \_\_\_\_\_  
Travel \$ \_\_\_\_\_  
ID Card \$ \_\_\_\_\_  
\*\*The University of Alaska may deduct outstanding amounts from the employee's final pay check.

**Information/Forms Provided (for HR office use)**  
☐ Pension  
☐ PERS/TRS/ORP (may include verification of service)  
☐ COBRA Health Continuation  
☐ Health/Life Insurance Conversion  
☐ Exit Interview By/Date \_\_\_\_\_  
☐ Username Termination  
☐ Other \_\_\_\_\_

**Submitter Information**  
Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
MAU: \_\_\_\_\_ TKL: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Payroll Entry Checklist**  
☐ Copy of final leave balances attached (PEAEMPL)  
☐ Clear leave balances (PEAEMPL)  
☐ GXADIRD  
Sick Leave Balance \_\_\_\_\_

Budget \_\_\_\_\_ Date \_\_\_\_\_

FormB390 (4/06)

# New Beginnings

Oracle Developer Forms Runtime - Web: Open > NEA2TRM

File Edit Options Block Item Record Query Tools Help

Employee Termination NEA2TRM 7.3UA (PREP)

ID:

Position:   Suffix:

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Term Code	<input type="text"/> <input type="button" value="v"/>		Title	<input type="text"/>	Employee Address
Term Date	<input type="text"/> <input type="button" value="v"/>	Check box if termination date is more than 10 days from today	ECLS	<input type="text"/>	<input type="text"/>
Last Work Date	<input type="text"/> <input type="button" value="v"/>		Job TKL	<input type="text"/>	<input type="text"/>
Final Pay Not Required	<input type="checkbox"/>	Check box if Terminal Leave will be used	Contract Type	<input type="text"/>	<input type="text"/>
Employee MAU_Route	<input type="text"/> <input type="button" value="v"/>		Job End Date	<input type="text"/>	<input type="text"/>
Employee Phone	<input type="text"/>		Last Paid Date	<input type="text"/>	<input type="text"/>
Employee Email	<input type="text"/>				
Supervisor ID	<input type="text"/> <input type="button" value="v"/>				
Supervisor TKL	<input type="text"/>				
Supervisor MAU_Route	<input type="text"/> <input type="button" value="v"/>				
Supervisor Email	<input type="text"/>				
Submitter ID	<input type="text"/> <input type="button" value="v"/>				
Submitter TKL	<input type="text"/>				
Submitter MAU_Route	<input type="text"/> <input type="button" value="v"/>				
Submitter Phone	<input type="text"/>				
Submitter Email	<input type="text"/>				

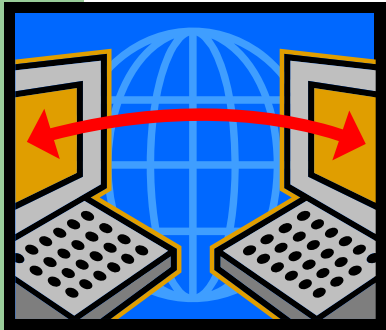
**Address Change Information**  
  
  
  
City   
State or Province    
ZIP or Postal Code    
Nation    
Before Final Pay ☐  
Future Communications (post final pay) ☐

**It is the responsibility of the submitter to ensure that the employee's supervisor is aware of their responsibility to adhere to the campus policies regarding the collection of keys, cards or equipment from the employee associated with the terminating position and upon any continued employment with the University, to revise any employee security access associated with the duties of this position.**

Identification number, press LIST for name/id search; Duplicate Item for Alternate ID look-up.

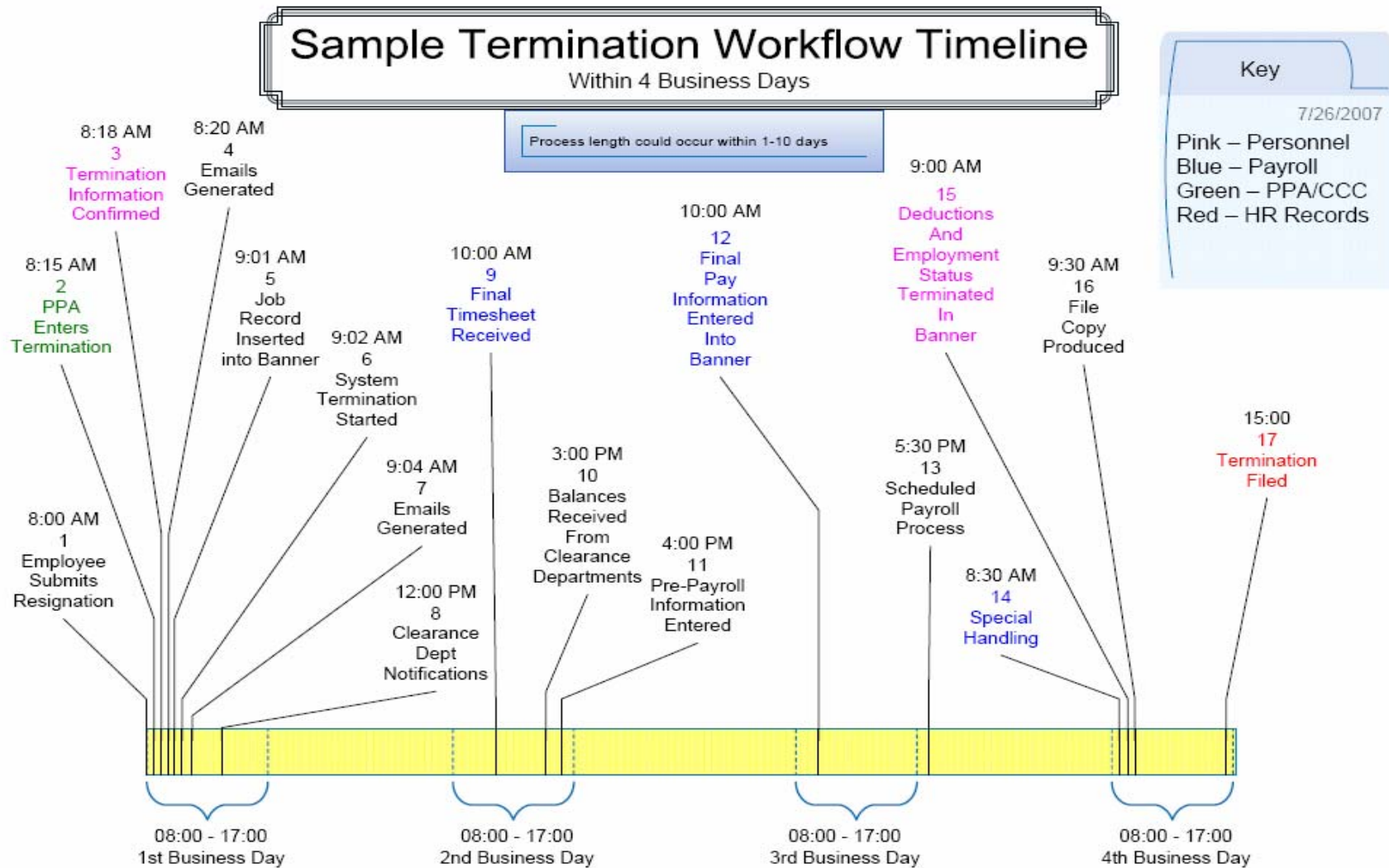
Record: 1/1      ...      <OSC>

# New Process



- Employee submits resignation
- Information entered into a new Banner form
- Information about the employee is electronically analyzed and the termination information is electronically routed to all affected areas of HR, Clearance Departments, and Security Administrators
- Utilizing Banner Electronic Approvals process in coordination with 2 Banner workflow processes

# New Process Steps



# Automated Emails

- **HR Director (4)**
  - For sensitive termination reason
- **Recruitment (4)**
  - For sensitive termination reason
- **Grants and Contracts Office (4)**
  - Notification of employee charging to restricted funds
- **Budget (4)**
  - For benefit-eligible positions
- **Submitter (PPA/CCC/Supervisor) (4)**
  - Notification of receipt of termination information
- **Supervisor (4)**
  - Notification of receipt of termination information if other job assignments remain
- **Personnel (4)**
  - Notification for end of primary job assignment
- **Payroll (4)**
  - Email notification if one of multiple jobs ending and potential use of terminal leave



# Automated Emails

- **Employee's Departmental Representative (PPA/Submitter) (7)**
  - Email acknowledging termination receipt
- **Employee's Supervisor (7)**
  - Email outlining supervisor's responsibilities
- **Employee (UA or post termination email address) (7)**
  - Email outlining responsibilities to avoid additional charges
- **Clearance Departments (8)**
  - Email list of terminations, returnable to the payroll office for collection of charges from final pay
- **Benefits (8)**
  - Email list of employees ending a benefit eligible job assignment
- **Security Coordinator(s) and Email Administrators (8)**
  - Email list of terminations
- **Foundation/Development Office (15)**
  - Email if employee has open Foundation/Development deduction through payroll
- **Records (15)**
  - Completion of termination process with information for personnel file

# UA Offices Contacted by Process

**All offices below may not be applicable to every MAU**

- Accounts Payable
- Administrative Coordinator
- Benefits
- Budget
- Clearance Departments
- Email Account Administrator
- Grants/Contracts Office
- HR Director
- HR Records
- Keys (electronic)
- Manager – Physical Plant
- HR Personnel / HR Payroll
- PPA / CCC
- Recruitment
- System Security Coordinator
- UA Foundation
- MAU Development
- MAU Card (Polar Express / Wolfcard)

## **MAU Extended Sites**

- UAF
  - Bristol Bay
  - Chukchi
  - GI
  - IARC
  - Kuskokwim
- UAA
  - Kenai
  - Kodiak
  - Mat-Su
  - PWSCC
- UAS
  - Ketchikan
  - Sitka

# Benefits of New Process

- Coordination of data entry by HR offices
- Improved communications between UA offices
- Enhanced compliance of security policies
- Lessen costs incurred to UA by increasing the opportunity for the collection of outstanding charges and/or collection of UA property

# Implementation of Process

## Phased Rollout

- Initial pilot departments started in May 2006
- Additional pilot departments in June 2007
- Additional departments implementing in October 2007
- All departments using process by March 1, 2008

# On-Line Resources

- Process Overview
- Process Presentations
- Data Entry Procedures
- Email Samples
- Supervisor and Departmental Resources
- List of Email Contacts
  - Clearance Depts, Notifications, Security Coordinators, Benefits, Recruitment and Email Administrators
- Implementation Communications

# From Now Until Implementation

- Several communications about the process to PPAs and Supervisors
- As more UA depts are implemented, additional suggestions or refinements to the process will be considered
- Training session for Banner termination entry form (approx. 1 hour)

# Automation of Job Assignment and Employment Termination

Questions?

Concerns?

Suggestions?

## Implementation Team Contacts

UAF

Linda Armstrong, Payroll / Personnel  
Becky Conner, Payroll / Personnel

GI

Lisa Yancey, Personnel  
Michelle Taylor, Payroll

UAA

Pam Jacobs, Personnel  
Kathy Ivie, Payroll

UAS

Nancy Woods, Payroll / Personnel  
Lori Merrit, Payroll / Personnel

HR On-Call Support   HR On-Call Help Line (450-8208)  
[syhr@alaska.edu](mailto:syhr@alaska.edu)