

# University of Alaska

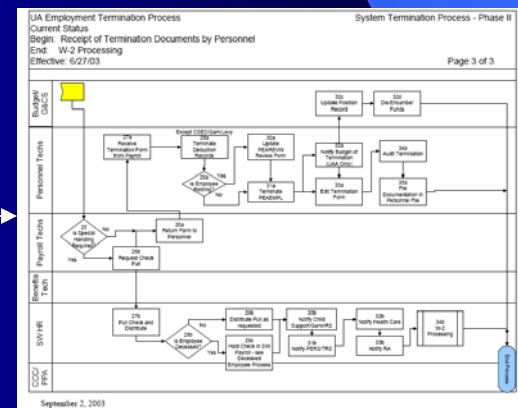
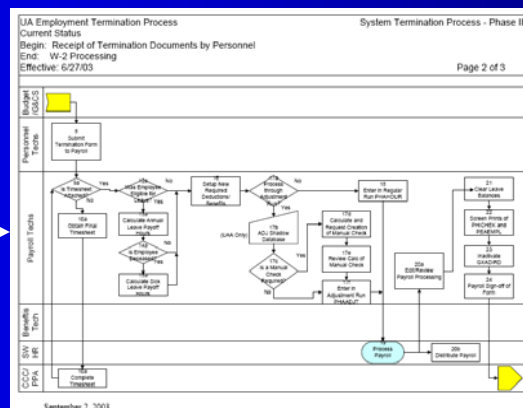
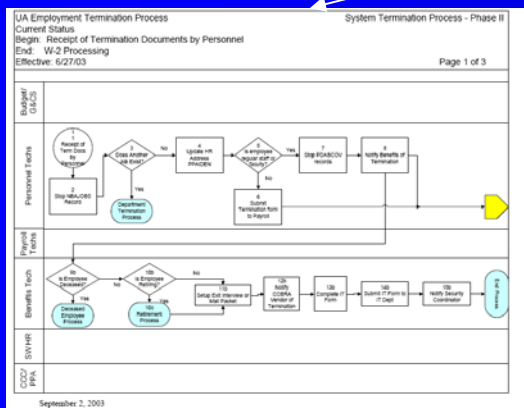
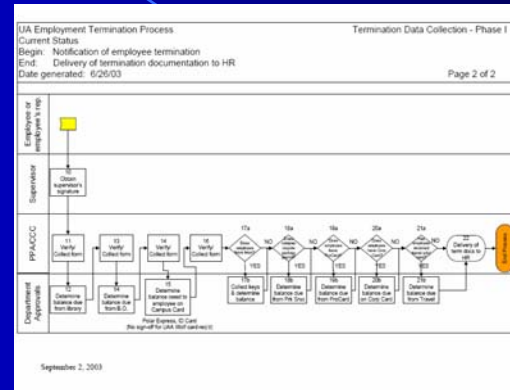
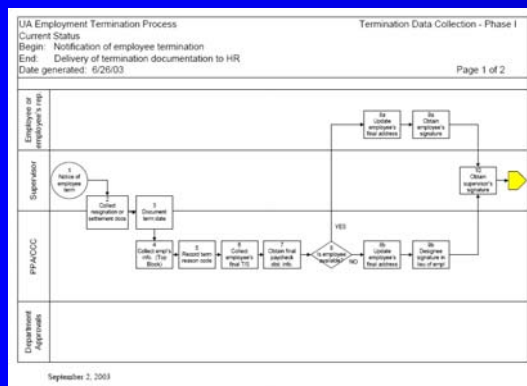
Automation of Job Assignment  
and Employment Termination

# Current Process



- Employee Submits Resignation
- UA Termination Form is Completed
- HR Office is Notified
- Final Timesheet is Completed
- Exit Interview

# Current Process

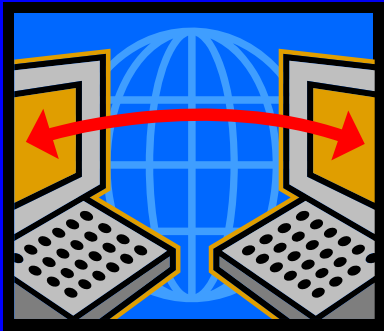


# Issues with Current Process



- Termination Form is not always Completed or Delayed
- Delays in Collection of Outstanding \$ and Security Access Terminations
- HR is Notified of Termination after Last Day Worked
- Delays with Processing Final Pay

# New Process

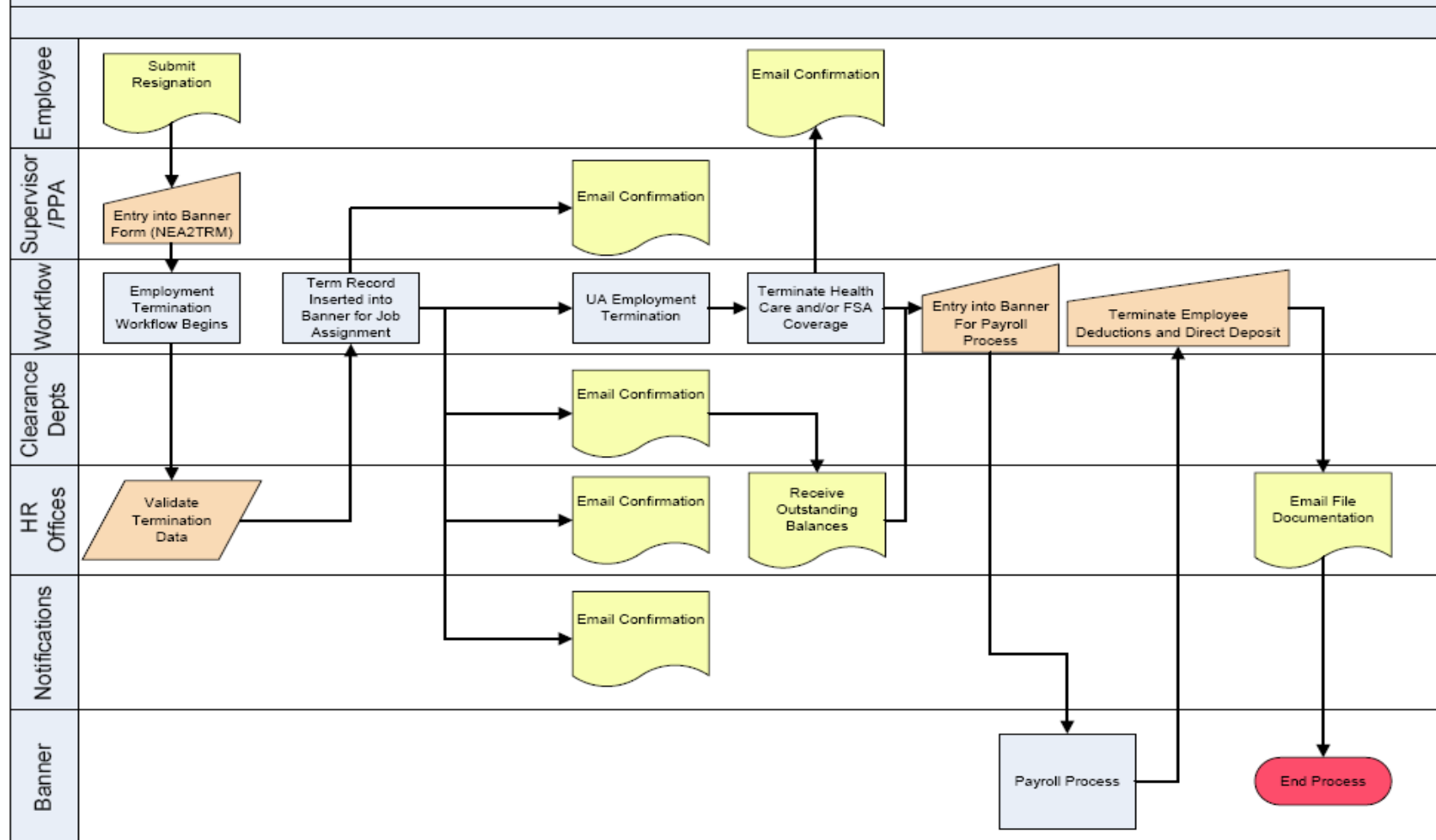


- Employee Submits Resignation
- Information about the Termination is Electronically Routed to HR Offices, Clearance Departments, and Security Offices
- Additional Offices Affected by End of Employment are Notified Electronically

# New Process Steps

## University of Alaska Automation of Employment Termination Process

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# Benefits of New Process

- Coordination of Data Entry by Offices at Appropriate Times
- Improved Communication between Offices
- Enhanced Compliance of Security Policies
- Less Cost Incurred with Collection of Outstanding Balances

# New Beginnings

Current:

 **University of Alaska**  
**System Termination**

☐ Regular Term Date (last day paid) \_\_\_\_\_  
☐ Temporary Employee Class \_\_\_\_\_  
☐ Student Position # \_\_\_\_\_ Suffix # \_\_\_\_\_ Check Distribution (Dist Org) \_\_\_\_\_

Employee/Department: Complete all information and attach final timesheet.

**Reason for Termination of Employment (PEAEMPL)**

☐ Completion of temporary assignment (FT)  
☐ Term Funded (FD)  
☐ Resignation (letter attached) \*  
Term Code: \_\_\_\_\_ Reason: \_\_\_\_\_  
See reverse side of form for term codes  
☐ Other  
Term Code: \_\_\_\_\_ Reason: \_\_\_\_\_  
See reverse side of form for term codes  
☐ Do not mail out final paycheck. (For hand delivery, a signed written request from the employee must accompany the termination form.)

\* Final pay to be issued on next available regular paydate.

**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 \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor's Acceptance signature \_\_\_\_\_ Date \_\_\_\_\_

**Payroll Entry Checklist**

☐ Final Timesheet attached  
☐ Annual Leave Payoff  
☐ Copy of final check information attached (PHICHEK)  
☐ Copy of final leave balances attached (PEAEMPL)

☐ Clear leave balances (PEAEMPL)  
☐ GXADIRD  
Sick Leave Balance \_\_\_\_\_

**Personnel Entry Checklist**

☐ NBAJOBS ☐ PEAESCH ☐ PDADEN ☐ PDABCOV ☐ PEAREVW(Retiree) ☐ PPAIDEN ☐ PEAEMPL

Personnel \_\_\_\_\_ Date \_\_\_\_\_ Budget \_\_\_\_\_ Date \_\_\_\_\_  
Payroll \_\_\_\_\_ Date \_\_\_\_\_

ORIGINAL: Regional Personnel COPIES: Regional Payroll, Department

Form 8390 (12/03)

New:

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: \_\_\_\_\_

**Term Code** \_\_\_\_\_  
**Term Date** \_\_\_\_\_  
**Last Work Date** \_\_\_\_\_  
**Final Pay Not Required** ☐

**Title** \_\_\_\_\_  
**ECLS** ☐  
**Job TKL** \_\_\_\_\_  
**Contract Type** \_\_\_\_\_  
**Job End Date** \_\_\_\_\_  
**Last Paid Date** \_\_\_\_\_

**Employee Address**

**Address Change Information**

City \_\_\_\_\_  
State or Province \_\_\_\_\_  
ZIP or Postal Code \_\_\_\_\_  
Nation \_\_\_\_\_

**Before Final Pay** ☐  
**Future Communications** ☐  
(post final pay)

**Employee MAU\_Route** \_\_\_\_\_  
**Employee Phone** \_\_\_\_\_  
**Employee Email** \_\_\_\_\_

**Supervisor ID** \_\_\_\_\_  
**Supervisor TKL** \_\_\_\_\_  
**Supervisor MAU\_Route** \_\_\_\_\_  
**Supervisor Email** \_\_\_\_\_

**Submitter ID** \_\_\_\_\_  
**Submitter TKL** \_\_\_\_\_  
**Submitter MAU\_Route** \_\_\_\_\_  
**Submitter Phone** \_\_\_\_\_  
**Submitter Email** \_\_\_\_\_

**Clearances**

|                  | Balance due** | Approved by |
|------------------|---------------|-------------|
| Department       | \$ _____      | _____       |
| Business Office  | \$ _____      | _____       |
| Library          | \$ _____      | _____       |
| Keys             | \$ _____      | _____       |
| Security/Parking | \$ _____      | _____       |
| Corporate Card   | \$ _____      | _____       |
| Travel           | \$ _____      | _____       |
| Taxable/Tuition  | \$ _____      | _____       |
| ID Card          | \$ _____      | _____       |

\*\*The University of Alaska may deduct outstanding amounts from the employee's final pay check.

**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>



# Automation Timeline

## Day 1

- 9:00 AM - Termination of Job Assignment Entered into Banner
- 9:01 AM - Job Termination Workflow Begins
- 9:05 AM - HR Office verifies information and sets termination record to be applied to Banner
- 9:10 AM - Acknowledgement email sent to Employee's Supervisor and email to Budget Office if position was benefit eligible
- 9:12 AM - HR offices receive email notifications if primary contract is being terminated
- 12:15 PM - Termination record of job assignment is applied to Banner
- 12:16 PM - System Termination Workflow Begins when employee is ending all employment with UA

# Automation Timeline

- 12:17 PM - Email lists sent to Clearance Depts, Security Offices, and Supplemental Notification Offices
- 12:18 PM - Termination is recorded in Banner for health care coverage and flexible spending accounts, if applicable
- 12:19 PM - Employee and Submitter of Termination receive email confirmation

## Day 2

- 1:00 PM - Clearance departments respond to payroll offices for collection of any outstanding balances
- 2:00 PM - Final Pay is entered into Banner
- 5:00 PM - Final pay is processed

## Day 3

- 8:00 AM - Final data entry performed in Banner to terminate deductions, inactive direct deposit account set-up, clear leave balances, and record retirement information, if applicable

# Email Notifications

**Subject:** Notification of Terminating Employee(s)  
**From:** syjobs@alaska.edu  
**Date:** Thu, 13 Apr 2006 16:53:52 -0800 (AKDT)  
**To:** syhr@alaska.edu

Dear Security Coordinator:

This email has been auto-generated by the HR System Termination Workflow process.

This email serves as notification that the job assignment for the following employee(s) will be terminated as of the Termination Date listed below.

If you have any questions or require additional information, please contact the campus Human Resources office at [syjobs@alaska.edu](mailto:syjobs@alaska.edu).

Employee Id: 30038662  
Employee Name: Smith, Johnathan Elroy  
Job Tkl: T800  
Employee Ecls: XR  
Termination Date: 14-APR-06

Employee Id: 30038661  
Employee Name: Wonderful, Workflow Is  
Job Tkl: T800  
Employee Ecls: EX  
Termination Date: 19-APR-06

Employee Id: 30038660  
Employee Name: Workflow, Last Chance  
Job Tkl: T800  
Employee Ecls: EX  
Termination Date: 15-APR-06

# Email Notifications

## Groups

### UAA

- Wolfcard
- Finance Security
- Student Security
- Budget
- Email Accounts
- System Security Coordinator
- Personnel
- Payroll
- HR Director

### UAS

- Keys
- Budget
- System Security Coordinator
- Personnel/Payroll
- Benefits

### UAF

- System Security Coordinator
- Student Security
- Payroll
- Personnel
- Benefits

### GI/IARC

- Email/System Access
- Personnel/Payroll
- IARC Operations

### SW

- PPAs
- System/Directory Accounts
- Banner System Accounts
- Student Security
- Payroll
- Personnel
- Benefits
- Budget

# Automation of Job Assignment and Employment Termination

Pilot Ready to Begin

April 3, 2006

Evaluate the Pilot Functionality

April 3, 2006 to May 30, 2006

Final Design and Functionality

June 1, 2006 to July 14, 2006

Full Production Use and Training

July 17, 2006 to October 31, 2006

# Automation of Job Assignment and Employment Termination

Questions?

Concerns?

Suggestions?