The automatic job termination process terminates unpaid employee records for an extended period. The process is not meant to replace the regular review of employee rosters and timely terminations for those employees who are no longer actively working.

Please submit Personnel Transaction Requests as needed using the correct termination date based on the last date worked. The PTR guide provides additional information about user roles and submitting requests.

Note: It is essential to submit and approve a termination PTR on or before the effective date of the termination. Violation of this process could result in an overpayment and allow employees to have system access after their termination date. This is a university risk, and violations will be reported to the dean or vice president.

When does the auto-termination occur?

The process is run following the first payroll confirmation each month from October–May. Dean and vice president areas will be notified before the process is run for the first time in the academic year.

Who will be terminated?

The process is run with two configurations. Records are selected for termination if they do not have hours paid or job transactions like HIR, PRO, DEM, XFR, FTE, etc., within the review period. If an employee has multiple records, each record is evaluated individually. Each configuration is set to exclude certain records from termination based on the criteria in the table below.

Five-month configuration excludes	15-month configuration excludes:
Employees on a work break or leave status	ACD and FSW records for tenured or continuing faculty.
Student worker V	Student worker V
PRN — must have PRN full-part in their job data	
ACD and FSW records for tenured or continuing employees	

Review employees at risk of termination

The Employee Last Worked and Paid report allows users to review pay status and dates associated with job and pay activity for active employees. The report can be used to identify records that should be terminated or those at risk of automatic termination. It can be filtered by pay group, employee class, employee pay status, employee ID or department ID. The results default to display a minimum of relevant fields, but you have the option to show additional columns if needed. Refer to the Employee Last Worked and Paid report guide for more information.

To request access to the Employee Last Worked and Paid report, submit a request via ServiceNow for the group named HR ASU Department Reports.

Can employees be excluded?

No, employees cannot be excluded on an individual or department basis. Employees should be scheduled to work to avoid auto termination. Hours must be entered in the PeopleSoft timesheet before

the auto-term process runs on the Wednesday following payroll confirmation. Hours should only be approved after it is confirmed that the employee worked.

Review processed terminations

The Personnel Action Changes report in the Financial Services payroll analytics group allows you to search by department, action/reason and the effective date to find recent system terminations. If you are reviewing multiple department codes, you can enter the first character for department ID value, or as many characters as shared by the various depts, like "B05," to search for "B0501, B0505 and B0505001" at once.
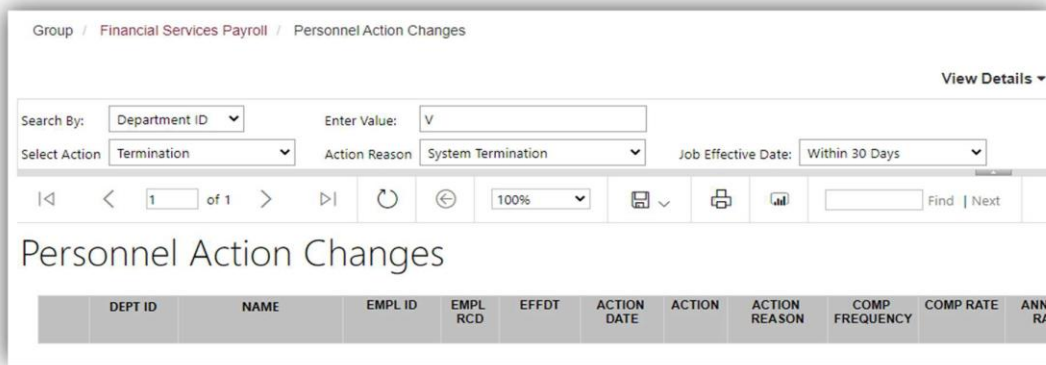
Terminations are effective on the next pay period's begin date. For example, if the process ran on Oct. 5, 2022, it creates an Oct. 17, 2022 TER/SYS action in job data. Entering time on a system-terminated record with the future term date does not cancel the termination already processed.

Terminated employees must be rehired through the appropriate process based on the employee type. University staff and student worker hires are processed in Kenexa BrassRing. Faculty, academic professionals and graduate students can be rehired for a new appointment through the PTR.

Please email Data Management with questions or for more information.