The automatic job termination process, also known as auto-term or system termination, terminates employee records that were unpaid 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 PTRs, as needed, using the correct termination date based on the last date worked. A PTR guide is available for additional information about user roles and submitting requests.

**NOTE**: It is extremely important 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/VP as appropriate.

**When does the auto-termination occur?**
The process is run following the first payroll confirmation in each month from October-May. Dean/VP 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 (such as 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 criteria which is listed in the below table.

<table>
<thead>
<tr>
<th>5 months configuration excludes:</th>
<th>15 months configuration excludes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees in work break or leave status.</td>
<td>ACD and FSW records for tenured/continuing faculty.</td>
</tr>
<tr>
<td>Student Worker V.</td>
<td>Student Worker V.</td>
</tr>
<tr>
<td>PRN (must have PRN full-part in Job Data).</td>
<td>ACD and FSW records for tenured/continuing employees.</td>
</tr>
</tbody>
</table>

**Review hourly employees at risk of termination.**
The Analytics report called Verify Employee Submitted Time is available to run each pay period to identify hourly employees who may be at risk of termination. If you are reviewing for multiple dept codes you can enter just the first character for Department ID value, or as many characters as are shared by the various depts, such as ‘B05’ to search for B0501, B0505 and B0505001 at once.

To request access to the “Verify Employee Submitted Time” report, submit a request via service now and 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 or to attend a meeting or training to avoid auto-termination. Hours must be entered in the PeopleSoft timesheet before the autoterm process runs (on the Wednesday following payroll confirmation). Hours should only be approved after they are confirmed to have been worked.
Review processed terminations.
The Personnel Action Changes report in the Financial Services Payroll analytics group allows you to search by dept, action/reason and eff dt to find recent system terminations. If you are reviewing for multiple dept codes you can enter just the first character for Department ID value, or as many characters as are shared by the various depts, such as ‘B05’ to search for B0501, B0505 and B0505001 at once.

Terminations are effective on the next pay period begin date (i.e., process run on 10/6/21 creates 10/18/21 effective TER/SYS action in Job Data). Entering time on a system-terminated record with this 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 via PTR.

Please contact datamgmt@asu.edu if you have questions.