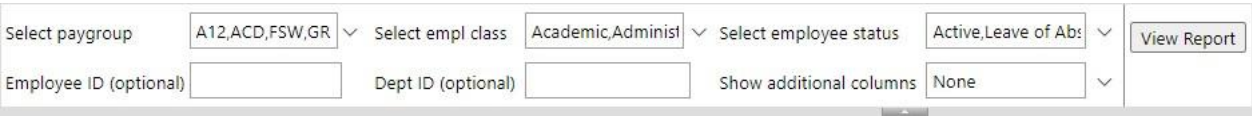
The Employee Last Worked and Paid report allows users to review pay status and dates associated with job and pay activity for active employees. The report identifies records of those at risk of automatic termination or that should be terminated. It can be filtered by pay group, employee class, employee pay status, employee ID or department ID. The filters for pay group, employment class and employee status default to “Select All.” The results default to display a minimum of relevant fields, but there are additional optional columns if needed.



If you are reviewing multiple department codes, you can enter the first character for the department ID value or as many characters as are shared by the various departments. For example, the results from a search with department ID “B05” will include B0501, B0505 and B0505001.

If an employee has multiple records that meet the search criteria, they will appear on several rows in the search results. Each employee record should be evaluated distinctly. For example, if a student holds two positions within your department but is only actively entering hours for employee record one, employee record two may need to be terminated or could be eligible for automatic termination.

Note: It is essential to submit and approve a termination Personnel Transaction Request on or before the effective date of the termination. Violation of this process could result in an overpayment and allow system access after the termination date. This is a university risk, and violations will be reported to the dean, vice president and University Audit as appropriate.

The Employee Last Worked and Paid report includes the following fields to help you identify records that should be terminated or that may be automatically terminated:

- **Last paycheck date**: The last confirmed paycheck with gross pay greater than zero for the employee record.
- **Date last worked**: The day before the record was placed into a short work break or leave status.
- **Last reported hours**: The maximum reported date for the employee record for any time reporter code on or after the hire, promotion or transfer date to the current position number, including paid and unpaid TRC.
- **Addl pay flg**: Displays “Y” if there is an active additional pay with a future end date and remaining goal balance. This could indicate one or more active additional pay.

Fields may be blank because they are not relevant for the employee type, or the employee has not reported hours or has not been paid.

The details of the report may differ depending on the type of employee. Below are some examples of how the report can be reviewed. Several columns are hidden in the examples, so your report results may vary.

Hourly employees — all employee classes: Review the last paycheck and last reported hours. If both fields are blank, you may review their last hire date.

Jobcode Title	Last Hire Date	Last Paycheck	Date Last Worked	Expected Return Dat	Expected End Da	Last Reported Hours	Addl Pay Flg
Student Worker I	7/19/2021	1/9/2022				1/6/2022	

Stipend paid student workers — SWV: Review the last paycheck and additional pay flag. If both fields are blank, you may review their last hire date.

Jobcode Title	Last Hire Date	Last Paycheck	Date Last Worked	Expected Return Dat	Expected End Da	Last Reported Hours	Addl Pay Flg
Student Worker V	7/31/2019	2/6/2022					Y

Records on work break — ACD, GRD and FSW: Review last paycheck and date worked.

- If an upcoming online renewal has been processed, the expected return and end dates will be populated, and the employee will return to active status when the expected return date is met.

Jobcode Title	Empl Status Desc	Last Hire Date	Last Paycheck	Date Last Worked	Expected Return Date	Expected End Date	Last Reported Hours	Addl Pay Flg
Grad Teaching Associate	Short Work Break	12/28/2020	5/16/2021	5/16/2021				