University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Automatic Termination Process Information

The automatic termination process is run as part of the payroll production process during each biweekly and monthly payroll.

A. **Effective Date of Terminations** - The effective date of the termination row in the HRMS system is always one day later than the employee's last day of work. This is true regardless of whether the row is entered manually by a Payroll Liaison or automatically by the termination process. For example, if an employee's last day of work is March 31, the effective date of the termination row in Job Data is April 1.

B. **Salaried Employees** (**Monthly or Biweekly**) - The process looks at the appointment end date to determine when the employee should be terminated. If an employee's appointment end date is one day or less than the last day of the month the employee will be terminated during the current payroll-processing period for the employee. If the employee's appointment end is equal to the last day of the month the employee will be terminated in the next payroll processing period for the employee. For example, if the employee is a monthly paid employee and has an appointment end date of February 17, the system will automatically enter a termination row with an effective date of February 18 during the February monthly payroll processing. If the employee has an appointment end date of February 28 (the last day of the month), the system will enter a termination row with an effective date of March 1 during the March monthly payroll-processing period.

C. **Hourly Employees (Monthly or Biweekly)** – The system enters a termination row for hourly employees 120 days after the appointment end date. For example, if an hourly employee has an appointment end date of 8/31/07, the system will automatically enter a termination row on or about 1/1/08 (depending on the actual date that payroll is processed) with an effective date of 9/1/07.

D. **Contract Pay Employees** –
   1. **Regular Faculty** (11xx Job Code Series) – Faculty in this job code series with a **contract pay type of 9 pay 9; 9 pay 12; Fall; and/or Spring semester** are not subject to the automatic termination process. These employee records (empl rcds) will never be automatically terminated by the system.

   2. **Regular Faculty** (11xx Job Code Series) – Faculty in this job code series with a **contract pay type of Other or Summer Contract** will have a termination row automatically inserted during the monthly payroll processing period based on the contract payment end date (which is found on the Contract Pay page in Job Data). For example, if the employee has a contract payment end date of July 16, the system will automatically insert a termination row with an effective date of July 17 during the July payroll-processing period.

3. **Non-Regular Faculty Job Codes** (12xx, 13xx, 14xx* and 15xx Job Code Series) – Employees in these job codes series are subject to have his/her (empl rcd) terminated during the same month as the contract payment end date for all contract pay types. For example if the employee is a 9 pay 9 Lecturer, job code 1419, and the contract payment end date is 5/31 the system will automatically insert a termination row effective 6/1 during the June payroll-processing period.

* The only exceptions in this series are the Associate/Assistant Deans and Institute Directors job codes. These employee records will not be terminated and should be monitored by the department for termination as needed.

Note: For contract pay employees, the contract payment end date will always stop salary payments, regardless of whether or not an appointment end date is entered into the HRMS.

NOTES:
1. The automatic termination process does not enter termination rows for prior months. For example, if a user enters an appointment end date of March 22 on April 2. The automatic termination process will not enter a termination row for this employee in April because the appointment end date is not equal to the last working day of the month (April).

2. When an employee is terminated via the automatic process, it is possible that the employee will also have his/her benefits terminated at the same time. This circumstance frequently occurs at the end of a semester and at the end of the academic year. Review all employees that may be terminated on a monthly basis by reviewing the "End of Appointment" report on a monthly basis (located in Reports and Reviews / Job Information / End of Appointment). Pay special attention to your employees who may be benefits eligible and/or are currently receiving benefits. If you want to continue benefits for these employees until they are re-appointed, you must put the record on Short Work Break or Leave without Pay in accordance with your campus policies and procedures. Remember that this process does not affect your Regular Faculty (11xx job code) academic year appointments. Therefore, they will not be terminated at the end of the academic year and you do not need to put their jobs on Short Work Break or Leave without Pay.