

# WHEN AN EMPLOYEE LEAVES THE DISTRICT – NO LONGER WORKS FOR YOU

BIOSCN PAGE 2

AFFORD AND COMMON REMITTER PROGRAMS USE BIOSCN TERMINATION DATE

Find: 000000750 \_\_\_\_\_ Y  
SSN/ID Last name First name Skip Concealed

ID: 000000750 Estavan Victoria

**Termination: 03/25/2014** Sub-days:  
Last eval. : 00/00/0000  
Next eval. : 00/00/0000

Legal Last Name: \_\_\_\_\_ Legal Suffix:  
Legal First Name: \_\_\_\_\_ Legal Middle Name:

User Defined Fields:  
Amount 1: \_\_\_\_\_ Amount 2:  
Code 1: \_\_\_ Code 2: \_\_\_ Date 1: 00/00/0000 Date 2: 00/00/0000  
Text:

## JOBSCN PAGE 1 FOR ALL JOBS

SEPARATION REASON AND DATE REPORT TO EMIS THIS EMPLOYEE NO LONGER EMPLOYED BY YOU

CALENDAR STOP DATE USED BY ODJFS, STRS, SERS, EMIS ATTENDANCE & PERDET REPORT TO STOP COUNTING JOB CALENDAR DAYS FOR THIS JOB/EMPLOYEE

JOB STATUS USED BY USPS PROGRAMS AND REPORTS TO EXCLUDE TERMINATED JOBS

BENEFIT ELIGIBILITY = N STOPS BENEFIT ACCUMULATION OF DAYS FOR THIS JOB/EMPLOYEE

Find: 000000750 1 \_\_\_\_\_ Y Mask:  
SSN/ID Job Last Name First Name Conceal Job

ID: 000000750 Job: 01 Name: Victoria Estavan

Position/Title : Fiscal Services Support Specialist  
Check stub desc: \_\_\_\_\_ Pos. start: 11/26/2012  
Position code : 499 Cont start: 07/01/2013 Pay plan : S  
Position type : R Cont stop : 00/00/0000 Pay group : FS  
Type of appt. : 2 Terminated: 00/00/0000 Calendar type :  
EMIS appt type : 2 Last raise: 00/00/0000 Calendar start: 11/26/2012  
Contract type : \_\_\_\_\_ Retire code: 400 **Calendar stop : 03/25/2014**  
Report to EMIS : Y **Job status : 9** Job type:  
Low/High grade : \*\*/\*\*

**Separation reas: 5 03/25/2014**

Assign Area	Code	%	Benefit Eligibility
Building IRN : <u>095885</u>	<u>000000</u>	<u>L</u>	<u>100</u> Sick : <u>N</u>
Building/Dept : <u>100/FSC</u>	—	—	Vacation: <u>N</u>
	—	—	Personal: <u>N</u>

# WHEN AN EMPLOYEE REMAINS IN DISTRICT – WORKING A DIFFERENT JOB

## JOB CHANGE TO A NEW POSITION CODE

JOBSCN PAGE 1 FOR “OLD” JOB

SEPARATION REASON AND DATE REPORT TO EMIS THAT THIS JOB IS STOPPED FOR THIS EMPLOYEE

CALENDAR STOP DATE USED BY ODJFS, STRS, SERS, EMIS ATTENDANCE & PERDET REPORT TO STOP COUNTING JOB CALENDAR DAYS FOR THIS JOB/EMPLOYEE

JOB STATUS USED BY USPS PROGRAMS AND REPORTS TO EXCLUDE TERMINATED JOBS

BENEFIT ELIGIBILITY = N STOPS BENEFIT ACCUMULATION OF DAYS FOR THIS JOB/EMPLOYEE

Find: <u>00000750</u> <u>1</u> _____ <u>Y</u> Mask:	SSN/ID	Job	Last Name	First Name	Conceal	Job
ID: <u>00000750</u> Job: <u>01</u> Name: Victoria Estavan						
Position/Title : <u>Fiscal Services Support Specialist</u>						
Check stub desc: _____ Pos. start: <u>11/26/2012</u>						
Position code : <u>499</u> Cont start: <u>07/01/2013</u> Pay plan : <u>S</u>						
Position type : <u>R</u> Cont stop : <u>00/00/0000</u> Pay group : <u>FS</u>						
Type of appt. : <u>2</u> Terminated: <u>00/00/0000</u> Calendar type :						
EMIS appt type : <u>2</u> Last raise: <u>00/00/0000</u> Calendar start: <u>11/26/2012</u>						
Contract type : _____ Retire code: <u>400</u> Calendar stop : <u>03/25/2014</u>						
Report to EMIS : <u>Y</u> Job status : <u>9</u> Job type:						
Low/High grade : <u>**/**</u>						
Separation reas: <u>8 03/25/2014</u> Assign Area Code % Benefit Eligibility						
Building IRN : <u>095885</u> <u>000000</u> <u>L</u> <u>100</u> Sick : <u>N</u>						
Building/Dept : <u>100/FSC</u> _____ _____ Vacation: <u>N</u>						
_____ _____ Personal: <u>N</u>						

# WHEN AN EMPLOYEE IS SEPARATED FROM THE JOB BETWEEN SCHOOL YEARS

POSSCN STATUS IS SET TO "U" WHEN EMPLOYEE HAS NO WORK OR ATTENDANCE DAYS FOR THIS JOB IN THE NEW FISCAL YEAR.

IF THE EMPLOYEE SEPARATES WITH WORK OR ATTENDANCE DAYS ON THIS JOB IN THE NEW FISCAL YEAR THE POSSCN STATUS REMAINS "C", WITH A SEPARATION REASON AND DATE.

Find:	_____	_____	_____	_____	<u>Y</u>
	SSN	Job	Last name	First name	Conceal
ID:	000000450	Job: 02	Name: Teresa	Bichsel	
			Position: Fiscal Services Support Specialist		
Salary Schedule Info:			Position Information:		
ID :	_____		Start: 07/21/2009	Status: U	Code: 499
Column:	<u>0</u>		Type: R	FTE: 1.00000	Low/High grade: **/**
Step :	<u>0</u>		Spec. Ed FTE:		
FTE :	_____		Qualified Paraprofessional: *		
Building IRN	: 095885		HQPD: *		
Appointment type	: <u>2</u>		Separation: Reason: 1	Date: 06/30/2015	
Exper. curr. class	: _____		Position Funding:		
Extended service	: _____		Assign Area	Code	Percent
Report to EMIS	: <u>Y</u>		000000	<u>L</u>	<u>100</u>
Contract type	:				

ONCE THE EMPLOYEE HAS BEEN REPORTED WITH A SEPARATION REASON AND DATE IN AN EMIS REPORT PERIOD, THEY CAN BE MADE "N" FOR EMIS REPORTING IN THE NEXT EMIS PERIOD. EXAMPLE: THE ABOVE EMPLOYEE WAS REPORTED IN 15L WITH A SEPARATION REASON AND DATE. THIS EMPLOYEE CAN BE MADE "N" FOR EMIS REPORTING IN 16L.

THE USPCHG PROGRAM HAS AN OPTION TO DO THIS AS A MASS CHANGE IF DESIRED.