

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

HR > ENTRY & PROCESSING > EMPLOYEE > EMPLOYEE INFORMATION > ACTIONS > TERMINATE

Termination Information

Status	T - TERMINATED
Termination Code	7 - RESIGNED-OTHER
Last Date to Pay*	09/14/2018
Last Day Worked	08/31/2018

HR > ENTRY & PROCESSING > EMPLOYEE > EMPLOYEE INFORMATION > PAYROLL INFO > STATE REQUIRED

Ohio State Reports

SERS Days MTD	6	STRS Days Curr	0
SERS Days Curr	0	STRS Days FTD	0
Weeks Paid Tot	0	SERS Hours/Day	0
Weeks Paid Cur	0	Qtrwage Rpt	Y
Member Type		SERS Xtra Hrs	0
No Medicare		SERS Emp Stat	
Default Weeks	0	SERS Emp Date	
Worksite Code	0	EMIS Term Code	7
Mult Worksite		EMIS Term Date	09/14/2018
New Hire Rpt	Y	Rpt to EMIS	Y

HR > ENTRY & PROCESSING > EMPLOYEE > EMPLOYEE INFORMATION > ACTIONS > EMIS POSITION INFO

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

Contract Data and Miscellaneous

Position Type *	R - Regular	Start Date *	08/20/2018	<input type="checkbox"/> Do not report to EMIS
Type of Appointment *	2 - Classified	Separation Reason	7 - RESIGNED-OTHER	
Length of Work Day (Hours) *	3.75	Separation Date	08/31/2018	
Scheduled Work Days *	11	Contract Code *	100	
Contracted Pay Type *	H - Hourly rate	Grade Level Assigned: Low *	** - Not applicable	
Contracted Pay Amount/Rate *	13.10	Grade Level Assigned: High *	** - Not applicable	
Extended Service	0	HQPD Activity *	* - Not Applicable	
Assignment Area *	000000 - NO ASSIGNMENT AREA APPLIE	Qualified Paraprofessional *	* - Not Applicable	

CALENDAR STOP DATE AND PAY RATE STATUS

HR > ENTRY & PROCESSING > EMPLOYEE > EMPLOYEE INFORMATION > PAYROLL INFO > PAY RATES

Rate Information

Primary Pay Rate Include Dock Rate #

Class * CLASS SUB

Pay Code * HRLY SERS MEDICARE REG

Pay Group *

Status * ←

Calendar * DEFAULT 19

Start Date

End Date ←

Pay Start Date *

Pay End Date *

Days Worked

- UPDATE STATUS TO TERMINATED
- UPDATE END DATE TO LAST DAY WORKED

WHEN AN EMPLOYEE REMAINS IN DISTRICT – WORKING A DIFFERENT JOB

JOB CHANGE TO A NEW POSITION CODE

PAY RATE FOR “OLD” JOB

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

HR > ENTRY & PROCESSING > EMPLOYEE > EMPLOYEE INFORMATION > ACTIONS > EMIS POSITION INFO

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

Contract Data and Miscellaneous				
Position Type *	R - Regular	Start Date *	08/20/2018	<input type="checkbox"/> Do not report to EMIS
Type of Appointment *	2 - Classified	Separation Reason	7 - RESIGNED-OTHER	
Length of Work Day (Hours) *	3.75	Separation Date	08/31/2018	
Scheduled Work Days *	11	Contract Code *	100	
Contracted Pay Type *	H - Hourly rate	Grade Level Assigned: Low *	** - Not applicable	
Contracted Pay Amount/Rate *	13.10	Grade Level Assigned: High *	** - Not applicable	
Extended Service	0	HQPD Activity *	* - Not Applicable	
Assignment Area *	000000 - NO ASSIGNMENT AREA APPLIE	Qualified Paraprofessional *	* - Not Applicable	

CALENDAR STOP DATE, PAY RATE STATUS, AND PRIMARY PAY RATE

HR > ENTRY & PROCESSING > EMPLOYEE > EMPLOYEE INFORMATION > PAYROLL INFO > PAY RATES

Rate Information	
Primary Pay Rate <input checked="" type="checkbox"/>	Include Dock <input type="checkbox"/> Rate # 1
Class *	002 CLASS SUB
Pay Code *	050 HRLY SERS MEDICARE REG
Pay Group *	Z
Status *	T - Terminated
Calendar *	DEF9 DEFAULT 19
Start Date	08/20/2018
End Date	09/14/2018
Pay Start Date *	07/01/2018
Pay End Date *	06/30/2019
Days Worked	20.00

- UPDATE STATUS TO TERMINATED
- UPDATE END DATE TO LAST DAY WORKED
- UNCHECK PRIMARY PAY RATE ON “OLD” PAY RATE
- CHECK PRIMARY PAY RATE ON “NEW” PAY RATE

WHEN AN EMPLOYEE IS SEPARATED FROM THE JOB BETWEEN SCHOOL YEARS

EMIS > ALL > EMIS STAFF REPORT > SUMMER SEPERATION

ENTER A SUMMER SEPERATION IN EMIS STAFF REPORT WHEN EMPLOYEE HAS NO WORK OR ATTENDANCE DAYS FOR THIS JOB IN THE NEW FISCAL YEAR.

Staff Summer Employment Separation Information (CL)

Sort Type	CL	OH State Staff ID	
Fiscal Year	2019	Position Code *	704
Reporting Period	L	Local Contract Code *	102
District IRN		Separation Code *	1 - RETIREMENT
Employee Number *		Separation Date *	08/01/2018
Social Security			
Last Name			
First Name			

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.

EMPLOYEE NO LONGER NEEDS REPORTED TO EMIS

EXAMPLE: THE BELOW EMPLOYEE WAS REPORTED IN 19L WITH A SEPARATION REASON AND DATE. THIS EMPLOYEE CAN BE "N" FOR EMIS REPORTING IN 20L.

HR > ENTRY & PROCESSING > EMPLOYEE > EMPLOYEE INFORMATION > PAYROLL INFO > STATE REQUIRED
Ohio State Reports

SERS Days MTD	6	STRS Days Curr	0
SERS Days Curr	0	STRS Days FTD	0
Weeks Paid Tot	0	SERS Hours/Day	0
Weeks Paid Cur	0	Qtrwage Rpt	Y
Member Type		SERS Xtra Hrs	0
No Medicare		SERS Emp Stat	
Default Weeks	0	SERS Emp Date	
Worksite Code	0	EMIS Term Code	7
Mult Worksite		EMIS Term Date	09/14/2018
New Hire Rpt	Y	Rpt to EMIS	N

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Contract Data and Miscellaneous			
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Do not report to EMIS 