Appointment End Date

Department personnel specialists have access to update Appointment End Date in HRIS. This field should only be used for non-benefit eligible appointments and will be used to indicate the employee's forecasted last day at work. This date may be extended/updated using appropriate timelines and will be the trigger used to automatically terminate these employees during the payroll process. By entering a timely Appointment End Date in HRIS, a paper personnel transaction to HCS to extend or to terminate these employees will no longer be necessary. HCS will enter the Appointment End Date in HRIS for new hires or rehires, if indicated on the initial personnel transaction. Department personnel may then update this field as appropriate. For existing appointments, department personnel may enter/update the Appointment End Date to eliminate paper personnel transactions to rehire or terminate employees.

Important: You have access to update the appointment end date for any employee; it's important that you use this field **only for non-benefit eligible appointments**.

The **date entered in the Appointment End Date field will be the employee's last day at work** and will be used as a trigger to automatically insert a termination row in Job Data. The effective date of the termination row in Job Data will be one day after the Appointment End Date. For example, if **05/14/XX** is entered as the Appointment End Date, the termination effective date automatically entered in Job Data will be **05/15/XX**.

When updating the Appointment End Date in HRIS, use **prior, current or future pay period dates.** When HR runs the process to terminate temporary employees, the process picks up prior pay period dates.

Before you begin:

- Review Job Data to ensure that a termination row does not already exist for the employee. If it does, you will need to submit a paper personnel transaction to re-appoint the employee. To view Job Data: Workforce Administration > Job Information > Job Data

- Normally, updates to the Appointment End Date need to be entered in HRIS by 6:00 p.m. the Thursday before the pay period ends. Example: Update by 6:00 p.m. on Thursday, April 26, 2012 for the 04/15/12 - 04/28/12 pay period. Update by 6:00 p.m. on Thursday, May 10, 2012 for the 04/29/12 – 05/12/12 pay period. Timelines change when holidays occur … please see HRIS Schedule for timelines. This will ensure that the automatic termination is done timely and will prevent a time document being created for nonexempt employees for the next pay period. HRIS Calendar: http://www.k-state.edu/hcs/tools/hcs-liaisons/resources/hris-calendar.html

- This process is used to extend an appointment … to terminate an hourly student or graduate student appointment. If the compensation rate, FTE, etc. is changing, a paper personnel transaction will need to be submitted to HR.

- The **End of Temporary Appointment Report** provides a list of employees within a selected department that have an "End of Appointment Date" specified in HRIS. This report may be printed at any time and for any range of dates. It is an excellent tool for tracking employees who are assigned to temporary (non-benefit) positions. Note that this report lists all temporary appointments, not just hourly student and graduate appointments. Report Instructions:http://www.k-state.edu/hcs/docs/ReportEndTemp.pdf

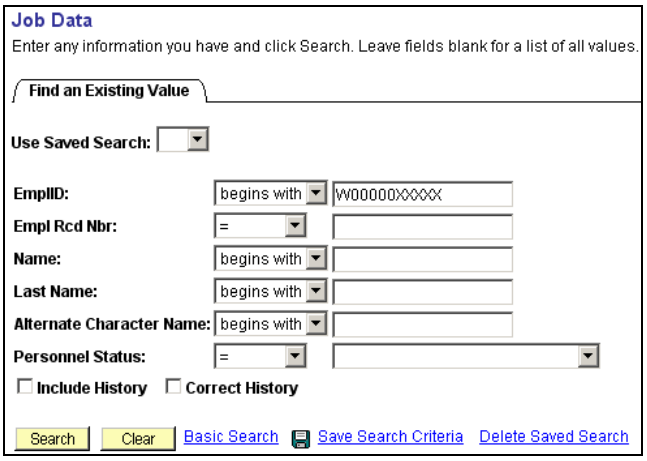
Instructions for updating Appointment End Date begin on the next page.

To update Appointment End Date:

1. **Go to:**

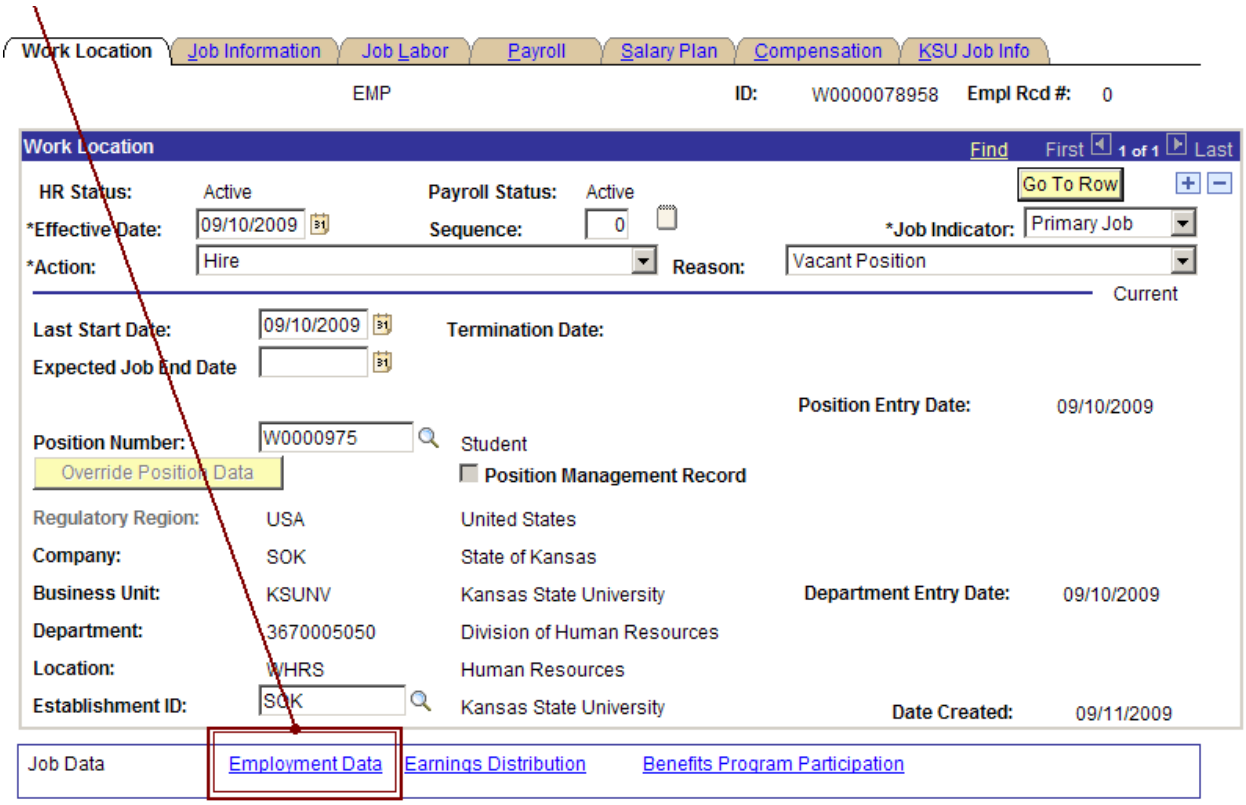
   Workforce Administration > Job Information > Job Data

   Enter Search Criteria



The Work Location page will appear.

2. **Select the Employment Data link at the bottom of the page**

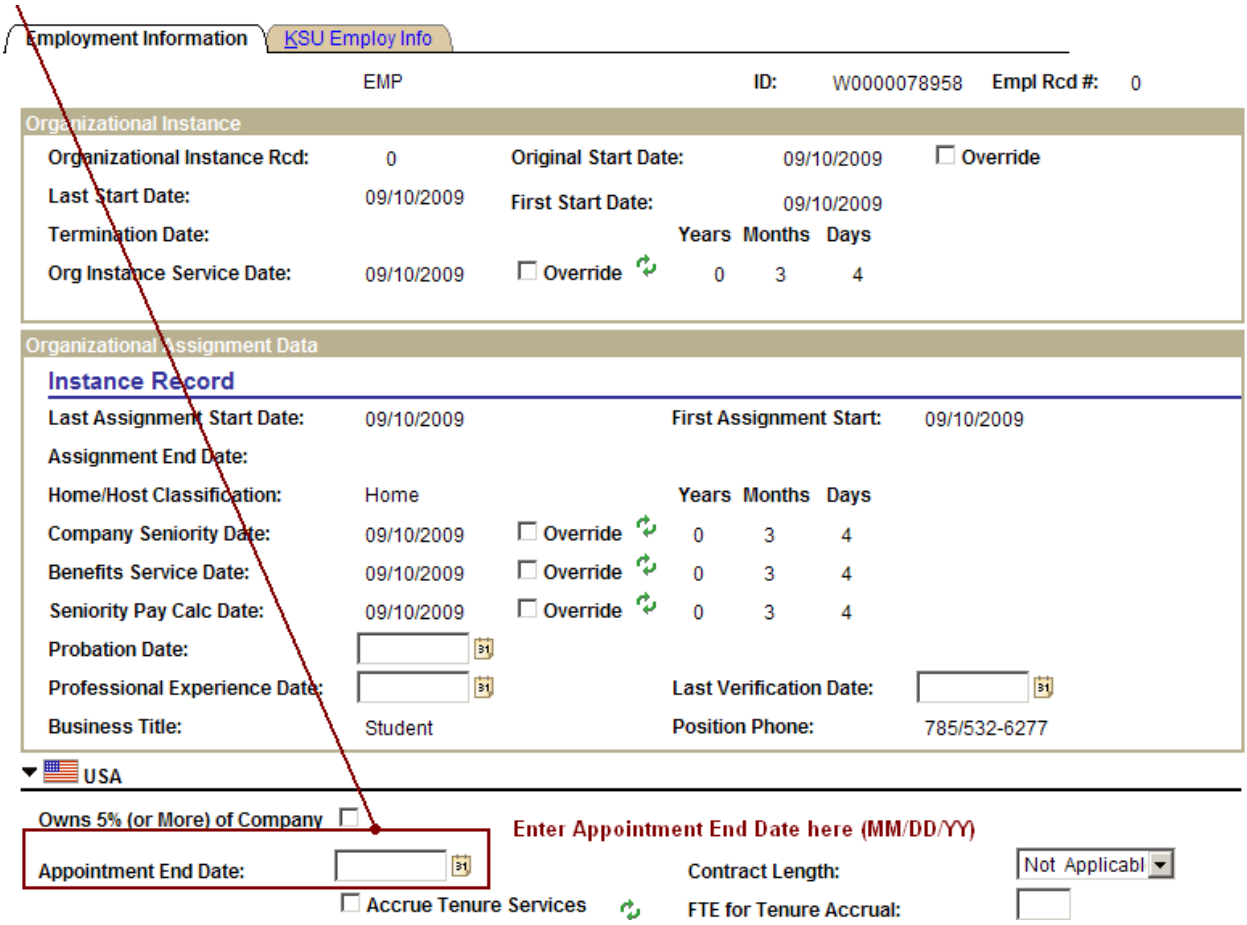


The Employment Information page will appear.

3. Enter appropriate Appointment End Date (MM/DD/YY format).

HRIS Tip: The calendar beside the edit box may be used to select the Appointment End Date.

When updating, <u>use prior, current or future pay period dates</u>.



4. Check date entered carefully and select "Save."

<u>HRIS Tip</u>: Use the End of Temporary Appointment Report to view updates.

Questions may be directed to your HCS Resource Center Representative at (785) 532-6277.