

Electronic Termination Workflow

When an employee is transferring from a benefit-eligible position to a temporary position UAF HR asks that they are entered into the electronic termination workflow process for the following reasons:

- A termination date is automatically entered on the employee's job record avoiding potential overpayment on these generated pay assignments.
- Workflow has built-in process for terminating health care coverage and triggering the proper COBRA notification process. There is an unlimited liability to the UA system if proper notification does not occur.
- If employee is transferring to another unit it alerts departing department to collect keys/equipment or properly charge employee for other unreturned items or close out unprocessed travel. *Please remember, these instructions are for benefit-eligible to temporary only; please do not process workflow termination if employee is transferring to another department/unit into another benefit-eligible position, provide stop job only with appropriate reason (TRP, TRL, TRD).*
- Payroll deductions are terminated and notification is made to retirement, vendors and other UA deductions (i.e., parking, foundation etc.)
- Banner Security accesses are terminated. This is going to become extremely important with web time entry (WTE) if they are currently supervisors and/or time sheet approvers; it is imperative that information is updated prior to their subordinates initiating their time sheets.
- If an employee is eligible for annual leave (AL) payoff workflow notifies the payroll department to process this in the final paycheck for that employee class. If this does not occur during that payroll cycle manual manipulation and a time consuming adjustment process must be conducted as you are unable to pay AL to an ineligible employee class in Banner.
- Workflow automatically sends a termination document to personnel records departments for placement in the employee's official personnel file. When this does not occur there is no record of termination reason for a previously benefit-eligible employee.

UAF HR offers the following to alleviate concerns of administration in timely rehire of these employees:

- If job form for new temporary position is received in the HR office within 10 days of a system termination, personnel technicians will reactive employee without any additional hiring documentation.
- Employee email addresses may be continued uninterrupted by completion of OIT account extension: <http://www.alaska.edu/oit/services/account-management/forms/formAccountExtensionDeletionForm.pdf>
- Employee will not be charged for any unreturned keys if contact is made with Facilities key shop 474-6778.
- Banner security access can be set-up immediately after new temporary job is entered by completing a new security access request form, pertinent to new job duties.
If there will be no change in the employees duties, you may contact the system coordinators directly to request access not be terminated:
- <http://www.uaf.edu/files/uafhr/HR-Access-Request-Form-Rev-3-2012.pdf> (HR Access)
 - Shannon O'Kelley, slokelley@alaska.edu; 474-6424
- http://www.uaf.edu/files/finsvcs/Access-Request-Form-June_2012.pdf (Finance Access)
 - Shannon O'Kelley, slokelley@alaska.edu; 474-6424
- <http://www.uaf.edu/files/finsvcs/ARSecAccess.pdf> (Accounts Receivable)
 - Amanda Wall, Amanda.wall@uaf.edu; 474-7384
- <http://www.uaf.edu/files/uafhr/StudentAccessReq-01-05-11.pdf> (Student Access)
 - Office of Admissions and Registrar, registrar@uaf.edu; 474-7500
- Unless the access requested requires SW secondary approvals these should be able to be set-up within minutes of request.

Special Note of Consideration for Retirees:

If an employee is retiring please be sure to alert them to the requirement to have severed all employment relationships with the UA system for a minimum of 45 days in order to receive access to their University of Alaska Pension Plan: <http://www.alaska.edu/benefits/retirement-plans/pension-plan/>.

A break in service of more than 10 days is considered a rehire and other regulations, laws and procedures are pertinent. Please contact your HR consultant for information.