

# PAR Termination

**Purpose:** This is an EMPLOYEE PAR–Use to notify HR that an employee intends to resign, retire, or to terminate one or more of the employee’s current hourly or salaried assignment. Check the box(es) to indicate the position(s) the employee is leaving. This PAR does not replace the need for the original, signed paperwork that the employee submits to officially request resignation or retirement.

**Navigation:** Workforce Administration → Personnel Action Request → Add a New Value

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## Header Fields

**PAR ID** - Defaults to an auto-assigned number when the PAR is saved.

**Status** - The PAR can be saved as *Draft* or *Initial Request*.

**Orig Req** - Defaults to the date/time the original requestor approves the PAR.

**Submit** - Defaults to date/time of the creation of the PAR.

**Empl Grp** - Use the drop-down menu to select Classified or Certificated options.

**Empl Dept** - Enter the Empl Dept, or use the magnifying glass to select the Empl Dept of the requesting site.

**Original Requestor** - Enter the EmplID, or use the magnifying glass to choose the name of the Administrator who is requesting the PAR.

**Submitted By** - Defaults to the name of the person entering the PAR.

**Final Approver** - Defaults to the SD\_H\_HR\_PAR\_ROUTER.

**Contact Name** - The name of the person at the site who should be contacted if HR needs further information.

**Contact Phone/Extension** - The phone number of the person at the site who should be contacted if HR needs further information. Enter extension number if necessary.

**Site Fax** - Enter fax number if necessary for communication with HR.

## Last Day in Paid Status

Enter the date the termination takes effect (the last date of paid status in the position).

## EmplID

Enter the EmplID, or use the magnifying glass to find the employee ID for the person who will be terminated.

## Action

Use the drop-down menu to select a valid action. Use the chart on the back to determine the valid actions associated with a termination.

## Reason Code

Use the magnifying glass to search for a valid reason. Use the chart on the back to determine the valid reasons associated with the reason for termination.

The screenshot shows the PeopleSoft PAR Termination form. Key fields include: PAR ID (with a search button), Empl Grp (Classified), Status (1-Initial Request), Empl Dept (0000), Original Requestor (Smith, Sally), Submitted By (Doe, Jane), Final Approver (SD\_H\_HR\_PAR\_ROUTER), Contact Name (Jane Doe), Contact Phone (619/123-4567), Site Fax, Last Day in Paid Status (07/31/2006), EmplID (333333), Action (Termination), Reason Code (TMP - End Temporary Employment), and Current and Future Position(s) table. The table lists Position (10009715 Food Svc Worker I), Dept (5998 Unassigned Labor Pool), Location (5998A Unassigned Labor Pool), Job Code (8511 Food Svc Worker I), Rcd#, FTE (0.000000), Pay Group (LHR), TL Calendar, Combo Code (5998013000025552300340000), and Comp Rate Codes (NAHRLY). A Comment History section is at the bottom with an 'Add a new comment' field containing 'This is a test PAR.' and 'Save' and 'Add' buttons.

## Current and Future Position(s)

Select the checkbox of the position(s) the employee will resign, retire, or terminate from. If more than one position, at least **one** must be checked.

## Comment History

This field is used for viewing comments relating to the PAR once they have been added in the Add a new comment field. You cannot edit this field.

## Add a new comment

To enter comments, click in the Add a new comment field, type in your comments, then click save. Once you have saved, you cannot edit the comments, but you can add comments at any time.

Red = Required Fields

**This does not replace the paper separation from service form that is signed by the employee, but it does replace the current need to submit an email to Payroll.**

## Notes

- Don't forget to use the Add a new comment section to detail any pertinent information pertaining to the termination.
- This PAR form still requires that the appropriate documentation be forwarded to HR regarding the termination or retirement and HR will take action when the paperwork is received.
- This PAR merely stops the employee's pay and must be followed up with the appropriate documentation before HR actually terminates the employee.

## Actions and Reasons

<i>Action</i>	<i>Reason</i>	<i>Description</i>
Retirement	RMT	Normal Retirement
Termination	BBA	Term by Board Action
Termination	BMC	I-Legal Term BoardMem Contr
Termination	CGT	Charter to Independent Status
Termination	CHR	Misconduct
Termination	DEA	Death
Termination	DFC	Dismissal for Cause
Termination	DIS	Dishonesty
Termination	EDO	Employee Declined Position
Termination	EFT	End of Fixed-Term Contract
Termination	ELI	Elimination of Position
Termination	EOA	I-End of Assignment
Termination	EPP	Employer's End Probation Time
Termination	FPO	For Payment Only
Termination	FRW	I-Failed Report to Work
Termination	GMI	Gross Misconduct
Termination	HEA	Health Reasons
Termination	HMR	R-Home/Family Responsibilities
Termination	ILD	V-In Lieu of Dismissal
Termination	INS	Insubordination
Termination	JOB	Job Abandonment
Termination	LTC	Legal Termination of Contract
Termination	LVE	Failure to Return From Leave
Termination	MIS	Misstatement on Application
Termination	NRE	I-Non-Re-Elect
Termination	OTE	V-Resignation-Other Employment
Termination	OTP	Resignation-Other Position
Termination	PER	Personal Reasons
Termination	PFE	I-Project Funds Ended
Termination	PGO	Professional Growth Opportunit
Termination	POP	Pending Official Paperwork
Termination	PTD	Partial/Total Disability
Termination	RED	Staff Reduction
Termination	REL	Relocation
Termination	RES	Resignation
Termination	RHR	Term Rehired Retiree
Termination	RRE	Refused Re-employment
Termination	TEA	Temporary End Add'l Assignment
Termination	TMP	End Temporary Employment
Termination	TPO	Teaching Position
Termination	UNS	Unsatisfactory Performance