

Academic Job End Date Management Guidance and Best Practices

Locations are responsible for the management of academic employee job end dates for both employees and Contingent Workers (CWRs). Management includes the assignment of a job end date at the time of hire, determining if the End Job Automatically (auto-end) check box should be checked, monitoring approaching and expired end dates, and taking action to terminate the job or extend the end date prior to expiration. When end dates are allowed to expire without timely extension or termination, there are many downstream implications for the individual and the University.

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Employee and University Impacts

	Paid Job	WOS Job	CWR
Impacts on the Individual			
Overpayment	X		
Incorrect vacation, sick leave, or PTO accruals	X		
Incorrect determination of primary job resulting in changes to benefits eligibility	X	X	
Impact on parking eligibility or payroll deductions	X		
Loss of access to email and/or other systems	X	X	X
University Risks			
Inappropriate access to systems by individuals no longer associated with UC	X	X	X
Inaccurate data and reporting; e.g. information to Unions, Workers Comp assessment employee count, GAEL	X	X	X
More potential input and transaction errors; e.g. FLSA and pay cycle resolutions for multiple jobs or transitions between jobs	X	X	
Slowing of or issues with payroll runs and processes	X	X	


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Assigning Job End Dates

Academic jobs may either be indefinite or have a term end date. Academic Personnel Manual (APM) policy and Collective Bargaining Agreements determine the length of appointment terms for non-represented and represented employees, respectively. As the auto-end check box does not default for Academic employees, the location transactor is responsible for manually checking the “End Job Automatically” box as appropriate and for extending the end date if necessary.

Best Practices at the Time of Hire

- For large populations of hires that will have the same end date, use the End Job Automatically check box. Examples of appropriate populations may include:
 - Summer session teaching
 - Summer research additional compensation
 - Part-time faculty administrators
 - Without salary clinical professors
 - Extension teachers
- The mass hire template does not currently include the option to select the end job automatically option. As a workaround, using the original hire population, submit a mass PayPath transaction to select the end automatically option.

 This can be done retroactively if necessary. Ensure that the effective date of the row is prior to the current expired end date. The checked box on an expired end date will be picked up by UCPath, and the job termed automatically.

- Consider at the Location level if there are other job categories that should routinely have the auto-end option selected. For example:
 - Recall jobs
 - Visiting jobs
 - Contingent Workers (CWRs)

The end-auto check box should always be selected if the current appointment term is the last allowed by policy.

Monitoring Job End Dates

All job end dates must be monitored. Jobs without the auto-end box checked will continue when the end date passes, resulting in downstream impacts to the employee and University. Jobs with auto-end checked will be terminated. If the termination is in error, reinstatement will be required and there may be significant impacts to the employee.

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Options for Resolution of Employee Approaching End Dates

Extend the job:

- Submit a PayPath transaction to extend the job or place the job on a short work break (SWB), with modification of the end date, and select the End Job Automatically box as appropriate. The transaction must be processed before the end date expires to avoid disruption in benefits and accruals.
- If the employee's only job ended in error, a rehire/reinstatement transaction must be processed to reinstate the employee to active status. The rehire/reinstatement transaction alone will NOT automatically reinstate benefits. A UCPath case requesting a review of the employee's benefits must be submitted. If the employee has multiple jobs and one job ends in error, the employee will remain active, but benefits may be impacted and a UCPath case may be necessary.

End the job when the auto-end check box is not selected:

- Submit a PayPath transaction to check the "End Job Automatically" box
- Submit an HR Template to process the termination/completion or to transfer to another position

End the job when the auto-end check box is selected:

- Allow to auto terminate
 - Final pay must be processed if vacation or other pay beyond the last paycheck is required
 - If the termination date falls after the payroll confirm for the period, a termination transaction must be processed in advance to ensure the final pay is pro-rated for the portion of the pay period

Options for Resolution of CWR Approaching End Dates

Extend the job:

- Submit an Update/Extend CWR HR Template to extend the job by modifying the end date and select the End Job Automatically box as appropriate
- If the CWR's only job ended in error, a rehire/reinstatement transaction must be processed to reinstate the employee to active status

End the job when the auto-end check box is not checked:

- Submit an HR Template to process the termination/completion or to transfer to another position

End the job when the auto-end check box is checked:

- Allow to auto terminate


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Best Practices

- Adjust monitoring practices understanding that the summer months (Quarter campus: July-September, Semester campus: May-August) will always have the highest numbers of expired end dates
- During peak times, focus efforts on paid employees since the impacts of expired end dates are greatest for this group
- Consider establishing a calendar of key times to do clean-up of without salary employee jobs and CWRs. Low-volume times, such as the middle of an academic quarter or semester, might be appropriate
- Centrally review reports focusing on specific departments or units with high volumes of expired end dates. For those units, determine the root cause and address those issues
- Ensure that individuals responsible for monitoring job end dates understand the implications of expired end dates and have access to the necessary reports for effective management of job end dates
- Review job categories and, as appropriate, consider the use of a short work break rather than allowing job end dates to expire
- Use the auto-end option when jobs expire at the end of a pay period (e.g., at the end of a month) but not when jobs are due to end mid-month. Mid-month end dates that fall after the payroll cut-off date will not be recognized by UCPath, and overpayments may occur

Report Resources

Report	Name	Employee-Upcoming	CWR-Upcoming	Employee-Expired	CWR-Expired
Location Reports	Varies by location	X	X	X	X
COGNOS R-103*	Jobs with Approaching End Dates	X			
COGNOS R-384*	Escalation/Reminder of Approaching Job Record End Date Report	X		X	

 Not all Location users have access to COGNOS reports. COGNOS reports currently do not capture CWR end date data. Locally developed reports should be used for monitoring end dates to the extent possible.

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Additional Resources

- [Run Cognos Report](#)
- [Initiate Multi-Row Job Data Change PayPath Transaction \(Staff/Acad\)](#)
- [Initiate Extend Contingent Worker \(No Position\) Template Transaction](#)
- [Initiate Extend Contingent Worker \(With Position\) Template Transaction](#)
- [Initiate Short Work Break PayPath Transaction \(Staff/Acad\)](#)
- [Initiate Voluntary Termination Template Transaction](#)
- [Initiate Involuntary Termination Template Transaction](#)
- [Initiate Intralocation Transfer Template Transaction \(Staff\)](#)
- [Initiate Intralocation Transfer Template Transaction \(Acad\)](#)
- [Job Aid: Benefit Eligibility & Triggers](#)