

## 5.7 ENDING APPOINTMENTS OR SEPARATING STUDENT EMPLOYEES

### Overview

The procedures described in this section are for ending student appointments or separating student employees.

### Policy Summary

Student appointments are typically set up with an ending date of 10/31/xx so that they remain active on the EDB through summer. SHR Teams have the period from April through October to determine whether to *extend* a student's appointment, *end* the appointment(s), or *separate* the student altogether. The *Year Long Process Chart* in [Section 5.1—2, General Workflow for Student Actions](#) illustrates the timing for determining the most appropriate action to be taken.

The following guidelines are an aid in deciding whether to *end* or *separate* student employees.

Refer to [Section 5.6, Student Extension of Appointment](#) for guidelines about extending student employees.

### When to End Appointments

If a student's appointment(s) with your unit is ending but they have an active appointment in other units, *end* your unit's appointment(s) and distribution(s) and change the student's Home Department Service Center, as appropriate.

### When to Separate Students

Steps to be considered during the separation process:

- separation action should be processed at first "Open" opportunity

- future address should be updated with the end of the year (W-2) forms mailing address
- contact the Payroll Office for separations during a Leave of Absence
- separation date should be the appointment end date
- when the separation date falls on a pay date, follow the [Separation from Employment Guide](#) payment process procedure

Throughout the academic year, the SHR Team who is the sole employer may separate a student employee, who is no longer registered, and whose service ends. An actual break in service between jobs constitutes a valid reason for separation, if a student is no longer registered.

There are obvious advantages in separating an unregistered student:

- a clean, more accurate EDB
- student is able to access DCP accumulations
- provides an opportunity to update address and W-4 information
- cessation of sure-pay (direct deposit)
- student will not continue to appear on unit's timesheets
- reports will be more accurate and effective (e.g., FICA "Zero Unit Report" for tracking student FICA situations)
- student must be separated before any future re-hire action can take place

## Summer Guidelines

In June and July it is advisable not to separate students whose employment is ending because of on-going Summer and Fall recruitments and a break in service may conflict with concurrent hire in another unit. Student appointments should be left “as is” in summer (with the appointment end date of 10/31/xx) unless the Staff Human Resource Team knows the student is not returning to the University in fall.

If you are not sure whether s/he will return in fall extend through fall no separation final pay. Students who are separating in June their separation date is their appointment end date.

## Fall Guidelines

By end of October, students (with no other active appointments) not returning to your unit should be separated. In November, those students who did not return to the University and were left on the database without an extended appointment, will become *inactive* on the database. At this time, the Career Center will distribute an *Inactive Student Employee Report* to the HR Service Teams so that they can make a final determination as to whether to extend or separate those students. In early December, those few remaining inactive students who have not been manually separated will be mass separated in a batch transaction, unless they have sick leave or vacation balances. Students with sick leave or vacation balances must be manually separated.

When a student is separated, they are entitled to a ‘UCRS Distribution Kit for Non-Exempt Student Employees’ provided to HR Service Teams by the Benefits Office. Separated students requesting a refund of DCP accumulations, will need to be made aware that UCOP will not process the disposition should the student become an active UCSC employee prior to the disposition being processed.

## Data Entry for Ending Appointments

Enter the data for ending appointments via the EAPP function only.

## Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **EAPP** and the **employee ID number** and press **Enter**.

The EAPP function will be displayed for the selected employee.

## Completing the EAPP Function

### EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION

UCMBVS UCOP.EDU - TN3270/TN5250 Connection

Session Edit View Tools Commands Help

PPEAPP0-E1138 SCT EDB Entry/Update 05/18/98 16:52:26  
 04/20/98 10:03:28 Appointments/Distributions Userid: SCPPSLAH  
 ID: 01000909 Name: DIGSALOT, DAISY D. SSN: 010-00-0909 Pri Pay: MA  
 EAF Gen No: 2 Pg 02 of 03

Appt	Actions	Egm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept
10		1	4				060597	063099	003565	
4920	ASSISTANT III						0.30	6.1400	H MA	2 F

Dist	Actions	L	Acct	CC	Fund	PC	S	CR/MERR II/HSG/STUDENT	FTE	Dis %
13		7	761340		70490		2		0.3000	
	Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP	
	051698	063099			6.1400	REG				

Dist Actions L Acct CC Fund PC S FTE Dis %  
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

====>  
 F: 1-Help 3-PrevMenu 4-Print 5-Update  
 F: 7-Backward 8-Forward 9-Jump 12-Exit

Line 6 Column 54

NUM

**Appointment Level Procedure:**

Appt End	On the “Appt End” field enter the appropriate end-date. (Delete all future appointments.) Do not affect any other unit’s appointments.
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**Distribution Level Procedure:**

Pay End	On all distributions, enter the appropriate end-date in the “Pay End” distribution field. (Delete all future distributions.)
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**Data Entry for Separating Student Employees:**

**Note:** Do not proceed with separation action if the student has (or will return to) active appointments with other service centers. A separation action is for student employees who have graduated; who are leaving the university; or who did not return to UC employment by end of October.

Enter the data for an employee separation via the SEPR bundle. This bundle contains the following functions:

**ESEP** (Separation)

**EAPP** (Appointments/Distributions)

**ELVE** (Leave of Absence)

**EADD** (Employee Address)

**EPD1** (Employee Personal Data 1)

**Accessing the SEPR Bundle**

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **ENTER**.
3. Type **SEPR**, and the **employee ID number** and press **ENTER**.

The ESEP function will be displayed for the selected employee.

**Completing the ESEP Function**

## ESEP (SEPARATION) FUNCTION

```

UCCMVS8.UCOP.EDU - TN3270/TN5250 Connection
Session Edit View Tools Commands Help
PFSEPF0-E1144 SCT EDB Entry/Update SEPR 05/18/98 16:50:20
04/20/98 10:03:28 Separation Userid: SCPPSLAH
ID: 010000909 Name: DIGSALOT, DAISY D. SSN: 010-00-0909 Pri Pay: MA
Last Day on Pay : 063099
Separation Date : 063099 Reason: AK Destination: _
Future Institution Code: _ Intercampus Transfer: _

Next Func:  ID:  Name:  SSN:
U0001 Input accepted
====>
F: 1-Help      2-Cancel      4-Print      5-Update
    F:          9-Jump          11-NextFunc

Line 5 Column 27
NUM

```

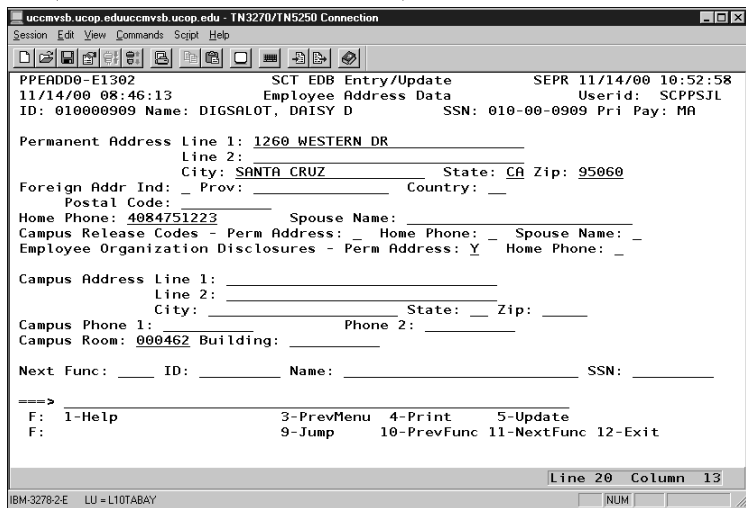
1. Enter data in the following fields as applicable:

Last Day on Pay	The last day the employee was on pay status in the format: MMDDYY
Separation Date	The date upon which the separation is effective in the format: MMDDYY.
Reason	Enter the Code indicating the reason for separation.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Function** to continue to the next function.

### Completing the EAPP Function

#### EAPP (APPOINTMENTS /DISTRIBUTIONS) FUNCTION



### Appointment Level Procedure:

Appt End	On the “Appt End” field enter the appropriate end-date. (Delete all future appointments.)
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### Distribution Level Procedure:

Pay End	On all active distributions, enter the same end-date in the “Pay End” distribution field as you input for the appointment. (Delete all future distributions.)
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1. Press **Enter** to invoke range/value edits.
2. Press **F11 Next Function** to continue to the next function.

### ELVE Function Notes & Tips

There is nothing to enter on the **ELVE** (Leave of Absence) function for student employees.

Press **F11 Next Function** to continue to the **EADD** (Employee Address) function in the SEPR bundle.

## Completing the EAPP Function

### EAPP (APPOINTMENTS /DISTRIBUTIONS) FUNCTION

1. Correct the “Permanent Address” and “Home Phone” as appropriate.
2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Function** to continue to the **EPD1** (Employee Personal Data 1) function in the SEPR bundle.

## Completing the EPD1 Function

### EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

The EPD1 function allows you to change the check disposition address. (If there are no changes, proceed to *Review*.)

Pay Disposition Code	Enter Mail Code (See <a href="#">Appendix J, Mail Codes</a> ). Used to deliver checks and surepay stubs.
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## Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the functions in the bundle.

1. Make sure that you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

## Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

## Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

## How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
  - Press **F5 Update** to invoke PAN.
  - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See Consistency Edit Messages (ECON) in [Section 1.6, System Messages](#) for more information and instructions.

## PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the ESEP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

## Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

You may now start another separation action.

## Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- If the student requests, give him/her a “UCRS Distribution Kit for Non-Exempt Student Employees” or the telephone number to explore her retirement investment options: 1-800-888-8267.
- Separation payment AB2410 form: [http://financial.ucsc.edu/Financial\\_Affairs\\_Forms/Separation\\_Payment\\_AB2410.pdf](http://financial.ucsc.edu/Financial_Affairs_Forms/Separation_Payment_AB2410.pdf) fax form to the Payroll Office: X93702.