

TERMINATION – GRADUATE, FELLOWS, & SCHOLARS

How to access:

1. From the Main IBIS menu, type **M2AS** (Easy Elec. Appr System) in the next function area and press **[ENTER]** to move to the EASY screen.
2. Type **TRMN** (Termination (Rel2)) and press **[ENTER]**.

Helpful Hints:

1. The Termination form will begin as an TRMN form but will become a GFST form. When using the browse functions (BFMB or BFSN) look for GFST as the form type.

Accessing the Help Screens:

1. If you are unsure of a code that should be used in a particular field. With your cursor positioned in the field, press the **[PF1]** key. If help information is available it will be displayed.
2. If the help list is extensive, you should:
 - Press **T** and then **[Enter]** to move to the Top of the list.
 - Press **N** and then **[Enter]** to move to the Next page of the list.
 - Press **P** and then **[Enter]** to move to the Previous page of the list.
3. After finding the correct code, to return to the entry screen press **[PF12]**.

Cover Screen:

1. Type the Employee ID Number of the individual to be terminated and press **[ENTER]**.
2. The remaining information – Administrative Area and Position Number will fill in automatically.
3. Press **[PF8]** to move to the next screen. If the next screen does not appear, refer to the upper left corner of the screen for an error message. If an error has occurred, please correct and press **[PF8]** to move forward.

Information Screen:

1. **ADD** will automatically appear in the Form Action field. Information on the upper portion of this screen will fill in automatically from the Payroll/Human Resource database.
2. Type **TER** in Appt Status field to reflect person is terminating.
3. Type in effective date of termination. Note: This can be a date in the near future.
4. Indicate Termination Type by typing one of the following codes:
V (Voluntary Term), **I** (Involuntary Term), **E** (Appointment Expired)

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(continued)

5. Type an appropriate code for the Term Resn (Termination Reason).

Termination Reason Code List:

CA	Terminated for Cause	PE	XFRD to Perm Position
CN	Cancelled Appt	RE	Resigned Voluntarily
CO	Counseled Out	TH	Theft
LE	Left to Accept Empl Elsewhere	WL	Wage Layoff
MO	Moved out of the Area	WM	Willful Misconduct

After the information is entered on this screen, press **[PF8]** to move to the Payroll Change Adjustment Screen. If the selected screen does not appear, refer to the upper left corner of the screen for an error message. If an error has occurred, please correct and press appropriate PF key.

Payroll Change Adjustment Screen:

If termination is for a grad:

1. Take the semester total and divide by 18 weeks to get the weekly rate.
2. Take the number of weeks worked times weekly rate. This is the “Total Earned.”
3. Next determine the “Total Paid” to date.
4. Subtract the “Total Earned” and the “Total Paid” and this is “Total Owed.”

If termination is for a fellow and during the month with a partial paycheck to be issued you will need to do the following:

1. Calculate or look up the monthly salary the person should receive if a full month had been worked. Divide this amount by 20 to determine the rate of pay per day.
2. Press [TAB] to the column with #Days heading. Type in the number of days worked.
3. Press [TAB] to the column with Rate/Unit heading. Type in amount determined in step #1, press [TAB] and type the letter **D**.
4. Calculate the amount owed by taking the # of days worked times the rate. (10 days X 21.80 = 218.00) Press [TAB] to the Amount column and type in the amount.

After the information is entered on this screen, press **[PF8]** to move to the Notepad Screen. If the selected screen does not appear, refer to the upper left corner of the screen for an error message. If an error has occurred, please correct and press appropriate PF key.

Notepad Screen:

1. Use the Notepad screen for any special instructions including all budget information.

Completing the Form:

1. Press **[PF5]** to move to the top of the form. To process the form, press **[PF12]**.
2. To Submit the form for departmental approval, type **SUB** in the form action and press **[PF12]**.