

*CTRMS - Part-Time/Full-Time Temp/Casual Salary Termination

Used by UNH to Terminate UNH Part-Time/Full-Time Temp/Casual Salary Employees Only

	On-Time Termination	Late Termination
Access NOAEPAF		
Enter Key Block Information:		
Name/ID		
Query Date	Termination Date *** If the Termination Date is the same as the hiring Job Begin Date and no money is to be paid to the employee, UNH users must notify UNH HR to change the Rate to \$0. ***	First day of pay period following the last completed pay period
Approval Category	UCTRMS; (GSC, KSC, PSU, & SYS use UCTERM)	
Position/Suffix	Use Suffix: drop down arrow to access List of Employee's Jobs (NBIJLST) and the job to be terminated.	
NEXT BLOCK		
TERMIN		
Jobs Detail Eff Date	Same as Query Date	
Personnel Date	Same as Query Date	Actual Termination Date
Job Status	T	
Job Change Reason	TTERM	
Contract Begin Date	If the Current Value of the Contract Begin date is... ... blank, leave blank. ... earlier than the TERMIN Jobs Detail Eff Date, leave blank. ... later than the TERMIN Jobs Detail Eff Date, enter the same date as TERMIN Job Detail Eff Date.	
Contract End Date	If the Current Value of the Contract End Date is... ... blank, leave blank. ... earlier than the TERMIN Job Detail Eff Date, leave blank ... later than the TERMIN Job Detail Eff Date, enter the same date as TERMIN Job Detail Eff Date.	
SAVE, Routing Information		
Transaction Comments, SAVE		
Submit Transaction		