

July 15, 2020

To: Business Officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: Job expected end date management

There are currently over 300 academic employees (both student and non-student) with expected end dates that have passed. It is imperative that departments manage these UCPATH records before July 21st to avoid overpayments on jobs that have ended, slowdowns in payroll processing, or unintended terminations.

Use the Data warehouse *Jobs Ending* report to monitor both student and non-student academic jobs with expected end dates that have passed. Academic Personnel Office staff will also be reaching out as needed in regard to paid non-student employees with expected end dates that have passed.

- If the employee **should not be paid beyond 6/30/20**, the job must be terminated or may be put on short work break (SWB), if appropriate. If the job is put on SWB, the expected end date must be changed to reflect a date in the future.
- If the employee **should continue to get paid beyond 6/30** and the appropriate approvals are in place, the expected end date must be changed to the new end date for the job. Expected end dates that have passed do not stop pay, but they do cause significant problems when the payroll is being run at UCPC.
- Expected end dates that have passed on **without salary jobs** and **hourly, positive pay jobs**, must also be monitored and updated. If the job has ended, it must be terminated. If an approval for extension is in place, the expected end date must be updated to reflect the new approved date.

Reminder: For non-student academic employees:

- Termination templates are initiated by the department.
- Reappointments and modifications will be entered centrally after approvals/AP post-audit.
- Late paperwork not already in process with AP may result in over/under payments. Once Job records have been updated in UCPATH:

- Departments are responsible for working with BFS on any overpayments.
- Underpayments will be paid out automatically in the following months' paycheck.
- SWB requests should be submitted through the AP Folio Cert form.

Questions may be directed to the Academic Personnel staff as listed on our [contacts page](#).

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