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| Termination Scenarios |

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| **Description** | The termination effective date should be the day after the last day worked or the last day in an active HR status, even if the date falls on a weekend, holiday or during a pay period. |
| **Conditions** | * Resignation letter has been received.
* Approved Personnel Action / MSS Request has been received.
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| **Important!** | A termination should not be entered in the system until the employee **actually leaves employment**.  This is to prevent an incorrect termination date from being sent to Alight in the event the date changes. Once a termination is sent to Alight, no other activity (i.e. change in term date, data change, etc.) will be included on the HRID file.Contact OneUSG Connect if you need to change a termination date that has already been entered in the system. |

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| **Scenarios** |
| **1** | The employee submits a resignation effective in two weeks. The employee’s last day physically working falls on a Friday, 10/26.Last day the employee physically worked: 10/26Last day in an active HR status: 10/26**Termination effective date: 10/27** |
| **2** | The employee submits a resignation effective in one month. The employee’s last day physically working falls on Tuesday, 10/23. However, the employee is approved to take leave 10/24 – 26.Last day the employee physically worked: 10/23Last day in an active HR status: 10/26**Termination effective date: 10/27** |
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| **3** | The employee submits a resignation effective immediately to the supervisor on Tuesday, 10/23. The employee’s last day physically working is Wednesday, 10/10. He/she is currently on an unpaid leave of absence.Last day the employee physically worked: 10/10Last day in an active HR status: 10/23**Termination effective date: 10/24****Note**: Please keep in mind that those who are on an unpaid leave of absence will be on benefits billing with Alight.  |
| **4** | The employee submits a resignation to the supervisor effective Tuesday, 1/1. The employee’s last day physically working is Monday, 12/31. The effective date of the termination falls on a holiday.Last day the employee physically worked: 12/31Last day in an active HR status: 12/31**Termination effective date: 1/1** |
| **5** | The employee submits a resignation from a temporary position effective Tuesday, 10/23. The employee’s last day physically working is 10/23. The employee has accepted a benefited position with the same institution effective the same day as the resignation from the temporary position.Last day the employee physically worked (in the temp position): 10/23Last day in an active HR status (for the temp position): 10/23**Position Change effective date: 10/24****Note**: The best practice in this particular scenario is to enter this action as a position change instead of a termination. This reduces the number of data changes sent to Alight, therefore minimizing the risk of errors. |