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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. |
| **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: 10/26  Last 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: 10/23  Last 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: 10/10  Last 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: 12/31  Last 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): 10/23  Last 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. |