

## Appointment End Date

Beginning immediately, department personnel officers/specialists have access to update Appointment End Date in HRIS. This field should only be used for hourly student and graduate student appointments and will be used to indicate the employee's forecasted last day at work. This date may be extended/updated using appropriate timelines and will be the trigger used to automatically terminate these employees during the payroll process. By entering an Appointment End Date in HRIS, the paper personnel transactions previously sent to HR to extend or to terminate these employees will no longer be necessary. HR will enter the Appointment End Date in HRIS for new hires or rehires, if indicated on the initial transaction. Department personnel may then update this field as appropriate. For existing appointments, department personnel may enter/update the Appointment End Date to eliminate paper personnel transactions to rehire or terminate.

Important: You will have access to update the appointment end date for any employee; it's important that you use this field only for hourly students and graduate student appointments.

The date entered in the Appointment End Date field will be the employee's last day at work and will be used as a trigger to automatically insert a termination row in Job Data. The effective date of the termination row in Job Data will be one day after the Appointment End Date. For example, if 12/31/04 is entered as the Appointment End Date, the termination effective date automatically entered in Job Data will be 01/01/05.

When updating the Appointment End Date in HRIS, [use only current or future pay period dates](#).

Before you begin:

- ◆ Review Job Data to ensure that a termination row does not already exist for the employee. If it does, you will need to submit a paper personnel transaction to re-appoint the employee. To view Job Data: [Workforce Administration > Job Information > Job Data](#)
- ◆ Normally, updates to the Appointment End Date need to be entered in HRIS by 6:00 p.m. the Thursday before the pay period ends. Example: Update by Thursday, December 16, for the 12/05/04-12/18/04 pay period. Due to holiday timelines, update by Wednesday, December 29, for the 12/19/04-01/01/05 pay period, etc. This will ensure that the automatic termination is done timely and will prevent a time document being created for nonexempt employees for the next pay period.
- ◆ This process is used to extend an appointment ... to terminate an hourly student or graduate student appointment. If the compensation rate, FTE, etc. is changing, a paper personnel transaction will need to be submitted to HR.
- ◆ The **End of Temporary Appointment Report** provides a list of employees within a selected department that have an "End of Appointment Date" specified in HRIS. This report may be printed at any time and for any range of dates. It is an excellent tool for tracking employees who are assigned to temporary (non-benefit) positions. Note that this report lists all temporary appointments, not just hourly student and graduate appointments. Report Instructions: <http://www.ksu.edu/hr/hris/hris-reports.html> (Listed under "Other Reports")

[Instructions for updating Appointment End Date begin on the next page.](#)

## To update Appointment End Date:

### 1. Go to:

[Workforce Administration](#) > [Job Information](#) > [Job Data](#)

### Enter Search Criteria

**Job Data**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Use Saved Search:

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Alternate Character Name:

Personnel Status:

Include History  Correct History

[Basic Search](#)  [Delete Saved Search](#)

The Work Location page will appear.

### 2. Select the **Employment Data** link at the bottom of the page

**Work Location** [Job Information](#) [Payroll](#) [Salary Plan](#) [Compensation](#) [KSU Job Info](#)

Employee **EmpID:** **Empl Rcd#:** 0

**Work Location** Find First 1 of 1 Last

**Employee Status:** Active **Date Created:** 06/15/2004

**Effective Date:** 06/06/2004  **Effective Sequence:** 0 **Job Indicator:** Primary Job

**Action / Reason:** Pay Rate Change

**Position Number:** W0031814  STUDENT **Position Entry Date:** 10/09/2003 Current

**Position Management Record**

**Regulatory Region:** USA United States

**Company:** PUB Student Publications

**Business Unit:** KSUNV Kansas State University

**Department:** 3670020280 Student Publications **Department Entry Date:** 10/09/2003

**Location:** WPUB Studnt Pub

**Reports To:**

**ID:**

**Establishment ID:** SOK  Kansas State University

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

The Employment Information page will appear.

### 3. Enter appropriate Appointment End Date (MM/DD/YYYY format).

HRIS Tip: The calendar beside the edit box may be used to select the Appointment End Date.

**When updating, use only current or future pay period dates.**

Employment Information **KSU Employ Info**

Employee EmpID: Empl Rcd#: 0

Home/Host: Home  
Business Title: STUDENT  
Work Phone:

Hire Date: 10/09/2003 Probation Date:  
Termination Date: Last Date Worked:  
Rehire Date: Expected Return Date:

Company Seniority Date: 10/09/2003 Years Months Days 1 2 7  
Service Date: 10/09/2003 1 2 7

Date Last Increase:  
Last Verification Date: Professional Experience Date:

USA Select USA flag if Appointment End Date doesn't automatically appear.

Security Clearance:  
 Owns 5% (or More) of Company  
Contract Length: N/A  
Appointment End Date: Enter Appointment End Data here  
 Accrue Tenure FTE for Tenure Accrual:  
Flex Service Calc Group: FTE for Flex Service Accrual:

### 4. Check date entered carefully and select "Save."

**HRIS Tip:**  
Use the End of Temporary Appointment Report to view updates.

Questions may be directed to your Payroll and Employee Data liaison at (785) 532-6277.