

## Appointment End Date

Department personnel specialists have access to update Appointment End Date in HRIS. This field should only be used for non-benefit eligible 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 a timely Appointment End Date in HRIS, a paper personnel transaction 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 personnel 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 employees.

**Important:** You have access to update the appointment end date for any employee; it's important that you use this field only for non-benefit eligible 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 **05/14/XX** is entered as the Appointment End Date, the termination effective date automatically entered in Job Data will be **05/15/XX**.

When updating the Appointment End Date in HRIS, use **prior, current or future pay period dates**. [When HR runs the process to terminate temporary employees, the process picks up prior 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, March 3, 2011 for the 02/20/11 - 03/05/11 pay period. Update by Thursday, March 17, 2011 for the 03/06/11 – 03/19/11 pay period. Timelines change when holidays occur ... please see HRIS Schedule for timelines. 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. HRIS Calendar: [http://www.k-state.edu/hr/hris/hris\\_calendar.html](http://www.k-state.edu/hr/hris/hris_calendar.html)
- ◆ 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:

EmplID:

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](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#) [KSU Job Info](#)

EMP ID: W0000078958 Empl Rcd #: 0

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

HR Status: Active Payroll Status: Active

\*Effective Date: 09/10/2009 Sequence: 0 \*Job Indicator: Primary Job

\*Action: Hire Reason: Vacant Position

Last Start Date: 09/10/2009 Termination Date:

Expected Job End Date

Position Number: W0000975 Student   Position Management Record

Regulatory Region: USA United States

Company: SOK State of Kansas

Business Unit: KSUNV Kansas State University Department Entry Date: 09/10/2009

Department: 3670005050 Division of Human Resources

Location: WHRS Human Resources

Establishment ID: SOK Kansas State University Date Created: 09/11/2009

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

The Employment Information page will appear.

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

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

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

Employment Information **KSU Employ Info**

EMP ID: W0000078958 Empl Rcd #: 0

Organizational Instance						
Organizational Instance Rcd:	0	Original Start Date:	09/10/2009	<input type="checkbox"/>	Override	
Last Start Date:	09/10/2009	First Start Date:	09/10/2009			
Termination Date:		Years	Months	Days		
Org Instance Service Date:	09/10/2009	<input type="checkbox"/>	0	3	4	Override ↻

Organizational Assignment Data						
<b>Instance Record</b>						
Last Assignment Start Date:	09/10/2009	First Assignment Start:	09/10/2009			
Assignment End Date:		Years	Months	Days		
Home/Host Classification:	Home	<input type="checkbox"/>	0	3	4	Override ↻
Company Seniority Date:	09/10/2009	<input type="checkbox"/>	0	3	4	Override ↻
Benefits Service Date:	09/10/2009	<input type="checkbox"/>	0	3	4	Override ↻
Seniority Pay Calc Date:	09/10/2009	<input type="checkbox"/>	0	3	4	Override ↻
Probation Date:	<input type="text"/>					
Professional Experience Date:	<input type="text"/>	Last Verification Date:	<input type="text"/>			
Business Title:	Student	Position Phone:	785/532-6277			

USA

Owns 5% (or More) of Company

Appointment End Date:

Enter Appointment End Date here (MM/DD/YY)

Contract Length: Not Applicabl

Accrue Tenure Services ↻ FTE for Tenure 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.