

MEMORANDUM

To: Department Personnel Specialist

From: Alma Deutsch

HR Contact: Human Resources, Payroll and Employee Liaison, 532-6277

Date: May 6, 2005

Subject: Reports to Track Temporary and Term Appointments

There are two HRIS reports that are excellent for tracking employees who are assigned to temporary or term appointments. They are: End of Temporary Appointment Report and Unclassified Data Report

End of Temporary Appointment Report

This 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. Printing this report at the beginning of each pay period using the beginning day and the ending day of the pay period as report parameters will provide a list of temporary employees with appointments ending within the range of dates specified. The "End Appointment Date" that appears on the report indicates the day that HR will automatically terminate the employee unless a reappointment paper is received.

Unclassified Data Report

This report provides a comprehensive view of unclassified data (contract and employee data) as it appears in HRIS and may be printed at any time. Those with TERM contracts are listed within the report and the Contract End Date is displayed.

Reappointment Instructions

<http://www.ksu.edu/hr/infomgmt/imuguide.htm#tem>

Report Instructions

Both reports are listed under "Other Reports" on the following web page:

<http://www.ksu.edu/hr/hris/hris-reports.html>

If you have any questions regarding reappointment procedures, please contact your HR liaison.