

Expected Job End Date

This job aid describes the use of the *Expected Job End Date* field in **Job Data** and how to access queries related to this field.

WHAT IS AN EXPECTED JOB END DATE?

The *Expected Job End Date* field is used to define an expected appointment end date. It is a required field for employees in these groups:

- ✦ Undergraduate and Graduate Students who are not Graduate Assistants
- ✦ Graduate Assistants
- ✦ Temp/Casual
- ✦ 9- and 10-month
- ✦ Multi-year
- ✦ Temporary Posted
- ✦ Temporary No-Post

The *Expected Job End Date* value is the last day of work.

WHERE IS IT ENTERED?

Navigate to: **Main Menu > Workforce Administration > Job Information > Job Data**

The screenshot shows the HRMS Job Data form for Eliza Anderson (Empl ID 8000021). The form includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Job Information tab is active. The form displays various fields including Effective Date (08/31/2015), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Position Number (223808), Position Entry Date (09/06/2013), Regulatory Region (USA), Company (UMN), Business Unit (UMNHR), Department (11018), Department Entry Date (09/06/2013), Location (STPAUL), Establishment ID (001), Last Start Date (09/06/2013), and Expected Job End Date (01/14/2016). The Expected Job End Date field is highlighted with a red box. The form also includes a 'Go To Row' button and a 'Current' indicator.

Expected Job End Date (cont.)

WHY IS IT ENTERED?

The business process requires the use of this field to monitor appointment end dates through a query.

Expected Job End Date must be entered to ensure:

- ✦ The encumbering calculation does not continue through the end of the fiscal year for 9- and 10-month appointments, and undergraduate students.
- ✦ The Graduate Assistant tuition benefit calculation runs. The expected end date for a Graduate Assistant should be the actual end date of the semester or the end date of the appointment.

If *Expected Job End Date* is not entered, it can adversely affect all the reasons listed above!

HOW DO I MONITOR THE EXPECTED JOB END DATE?

The Expected End Date Audit query is used to monitor appointments. When employees are within 30 days of their termination, suspension, or short work break, the information can be entered as an action/reason code in **Job Data** with an effective date in **Job Data** FOLLOWING the last day worked (e.g., effective end date 6/17/XX compared to action/reason date of 6/18/XX).

The Grad Assist - No Expected End Date query is used to monitor grad appointments that are missing dates in the *Expected Job End Date* field.

HOW DO I ACCESS QUERIES ON EXPECTED END DATE?

Navigate to: **MyU > Key Links > Reporting Center**

Below Human Resource Management, click <HR Queries> then click on the title of the query to run:

- ✦ Expected End Date Audit
- ✦ Grad Assist - No Expected End Date

Note: If the query does not produce expected results, check to see that *Expected Job End Date* exists in Job Data. If the *Expected Job End Date* is incorrect, submit an HRMS correction to Central.

DOES EXPECTED JOB END DATE AFFECT THE CONTRACT IN CONTRACT PAY?

Expected Job End Date will show on the Notice of Appointment but will otherwise not affect the contract in **Contract Pay**.