Terminating Page Reports

Terminating page reports include terminating activity for a specified time frame. Below is an example of a Personal Transaction Report (PTR) for terminated and retired employees, with a list of corresponding columns and filters below the image.

Termination-Retire Confidential Report *For Selected Action or Effective Dates*

Terminated and Retired

Total **3** Terminated and Retired

Termination-Retire Confidential Report
For Selected Action or Effective Dates

Business Unit UMCEN   Dates From 10/29/2017   To 11/11/2017

Other Active Jobs	Active Job on Campus	Cur Flag	Employee ID	EMPL RCD#	Employee Name	Termination Date	Eff Seq	Jobcode ID - Descr	Organization Relationship	HR Dept	Pay Status	Employee Classification	Location
		*		1		10/27/2017	0		Employee		Terminated	Profession	
		*		0		11/3/2017	0		Employee		Terminated	Profession	
		*		0		11/3/2017	0		Employee		Terminated	Profession	

* indicates current Job Row
Red 'Y' indicates Other Active Jobs
Yellow warning after name indicates employe was also a manager
Note: Future Effective Dated Terminations will always show active jobs until the termination date is reached

Columns in Report:
- Business Unit
- Dates From and To
- Other Active Jobs - *does this employee have other active empl records in the university?*
- Active Jobs on Campus - *does this employee have other active empl records on this campus?*
- Note: active job indicators helps determine which employee access should be ended.
- Flag - *'*' indicates this is the current Job Row*
- Employee ID
- EMPL RCD# - *Employee Record*
- Employee Name
- Termination Date
- Eff Seq
- Jobcode ID - Descr
- Organization Relationship
- HR Dept
- Pay Status
- Employee Classification
- Location Desc

Filters:
- Action Code is equal to / is in RET; TER

AND
- (Action Day Date is between prompt dates
OR Effective Date is between prompt dates
OR Termination Date is between prompt dates)