
Termination – Expiration of Appointment

Introduction When a temporary appointment has reached its not to exceed (NTE) date, the termination must be processed in EHRP. In EHRP a personnel action must be processed to terminate that appointment. In EHRP, the termination due to appointment expiration is performed with a personnel action on the **Data Control** page of **HR Processing** page group.

Navigational Path **Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing**

Or

Access the item using the Worklist.

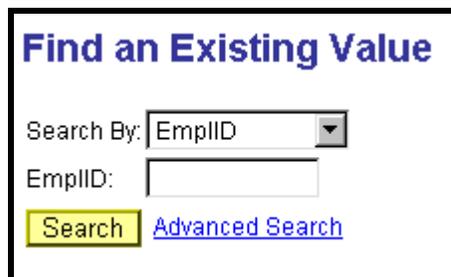
Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
 - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
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Procedure The following steps detail the procedure for processing a termination – expiration of appointment in EHRP.

- 1 Follow the navigational path.
Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing
The **Find an Existing Value** page appears.



Find an Existing Value

Search By:

EmplID:

[Advanced Search](#)

2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

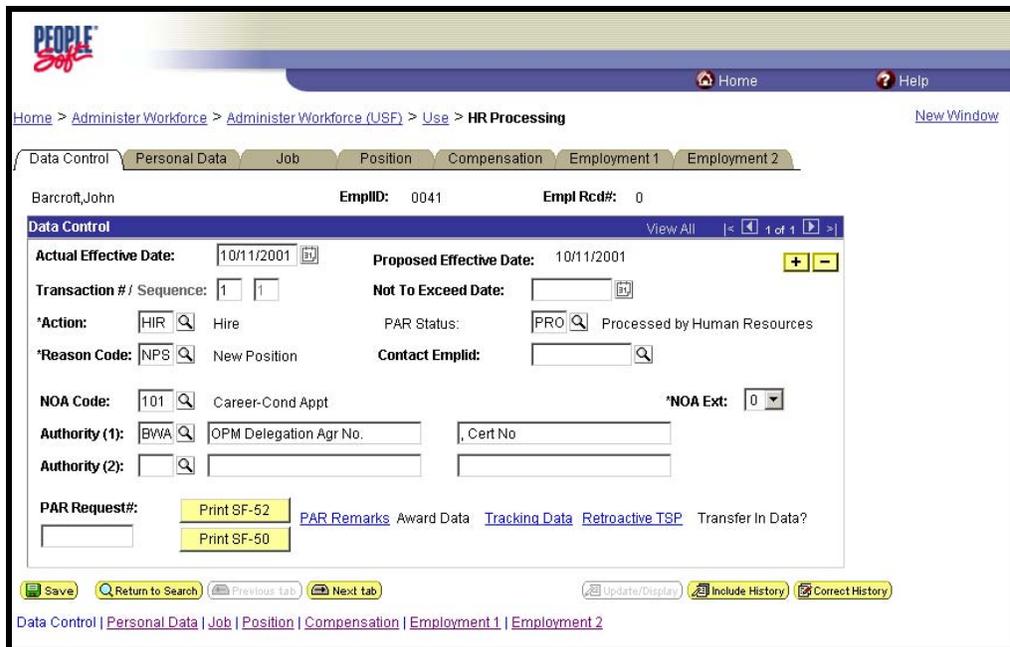


3 Enter the appropriate variable in the next field. (for example, Last Name)

4 Click .

5 Select the appropriate employee.

The following **Data Control** page appears:



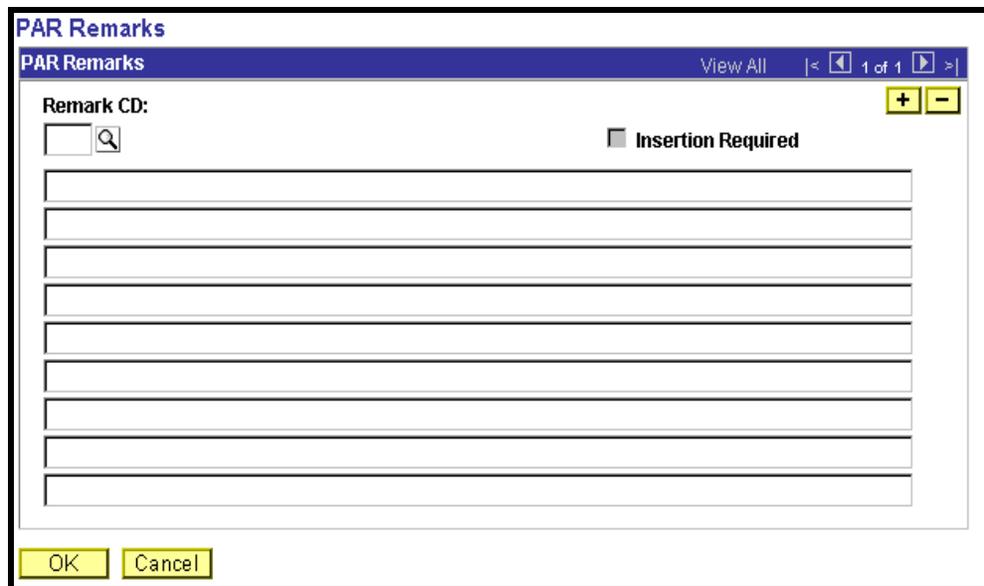
*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

6 Click the  in the **Data Control** box to insert another row into the employee's record.

7 Enter the **Actual Effective Date** of the termination action.

- 8 Enter the applicable action in the **Action** field.
- 9 Enter **TMP** (End Temporary Appointment) in the **Reason Code** field.
- 10 Enter the applicable **NOA Code**.
- 11 Select the applicable **NOA Ext** from the dropdown menu.
- 12 For **Authority (1)**, enter the correct legal authority.
- 13 Enter **Authority (2)**, if applicable.
- 14 In the **PAR Request #** field, enter the applicable PAR Request number.
- 15 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



- 16 Enter the applicable **Remark CD (Code)**.

NOTE: To add additional remarks, use the  to insert a row.

NOTE: If the **Remark CD** contains a “*****”, you must modify the set of asterisks as necessary. (i.e. this field may prompt you to enter a phone number)

18 In the **Comment** field, enter the employee's contact name and phone number.

*NOTE: There is a 30 character limit in the **Comment** field. Insert additional rows to add comments beyond 30 characters.*

19 Click  to return to the **Data Control** page.

20 Change the **PAR Status** according to your role.

21 Click .

Additional Updates – Benefits and Pay

If additional changes need to be made to the employee's record, perform the changes. For example, if the employee's separation address will differ from their current address, you must perform an Address Change and make the update. Be particularly aware of and insure the employee's separation address is documented.



Verify if the employee will receive a separation incentive payment and modify if necessary.

All benefits and pay actions must be stopped. A NOA is not needed to terminate these benefits and pay actions. Follow the applicable procedures to stop the benefits and pay.
