Job Record End Date Monitoring

There are currently **648 employee records** and **742 contingent worker (CWR) records** at UCSD that have **December 31, 2024 or earlier** end dates that are **not** set to auto-terminate.

Please run the **Jobs With Approaching End Dates Report** in Cognos. Extend or terminate Employee records as appropriate. CWR assignments may be extended (UC_EXT_CWR template) or "completed" (UC_COM_CWR template).

To avoid unintended impacts such as termination, pay discrepancies, termination of benefits, system access interruptions, or overpayments, please complete the following action items:

- Run the Jobs With Approaching End Dates Report in Cognos
  - Initiate the appropriate transaction to update employee records, as needed:
  - **Submit PayPath Transaction**
    - Place on a short work break
    - Extend or re-appoint
    - Check the "End Job Automatically" box to automatically terminate on the job end date
  - **Submit HR Template**
    - Transfer to another position
    - Terminate/Complete
  - **No Action Needed**
    - Allow to auto-terminate
- Initiate the appropriate transaction to update CWR records:
  - Extend using the UC_EXT_CWR template
  - Complete/terminate the assignment using the UC_COM_CWR template

Note: Once job records are automatically terminated, it is necessary to submit a rehire/reinstatement transaction to reinstate an employee to active status.

A rehire/reinstatement transaction alone will NOT automatically reinstate benefits. The submitter must also create a case in UCPath requesting review of the employee's benefits. Extend the "Expected Job End Date" **before December 31, 2024**, to ensure system updates such as primary job changes, pay rate changes, benefit eligibility changes, etc., are applied to the record.

Submit an extension or termination if the job record has an "Expected Job End Date" and the "End Job Automatically" checkbox is not selected to avoid potential payroll impacts.

Training Resources:

- **Quick Reference: Understanding Contingent Workers**
- **Run Cognos Report**
- **Extend or Inactivate POI**
- **Initiate Multi-Row Job Data Change PayPath Transaction (Staff/Acad)**
- **Initiate Extend Contingent Worker (No Position) Template Transaction**
- **Initiate Extend Contingent Worker (With Position) Template Transaction**
- **Initiate Short Work Break PayPath Transaction (Staff/Acad)**
- **Initiate Voluntary Termination Template Transaction**
- **Initiate Involuntary Termination Template Transaction**
- **Initiate Intralocation Transfer Template Transaction (Staff)**
- **Initiate Intralocation Transfer Template Transaction (Acad)**
- **Job Aid: Benefit Eligibility & Triggers**