FYI - Please see below email

Financial Support Unit Employment Team
Graduate Division, UC San Diego
9500 Gilman Drive
La Jolla, CA 92093-0003
grad.ucsd.edu
Click this link to join the Grad Student Employment Microsoft Team!

DON'T FORGET:
Job Record End Date Monitoring for 6/30/21
June 23, 2021
There are approximately 800 UC San Diego campus employees with an “Expected Job End Date” of 6/30/2021. This may have potential impact to an employee’s health benefits if no action is taken.

Upon reaching the “Expected Job End Date,” **UCPath will terminate all employees with expired jobs for which the “End Job Automatically” checkbox is selected.** To avoid unintended impacts such as termination, pay discrepancies, loss of benefits, system access interruptions, or overpayments, please do the following:

**Action Items**

1. Go to the Human Resources Reports tab on the [Reports Dashboard](#) and run the **Jobs with Approaching End Dates Report**

2. Review job records with upcoming end dates scheduled to auto terminate

   - Staff positions will auto-terminate on the Job End Date.
   - For academics, “End Job Automatically” must be checked in conjunction with the “Expected Job End Date” in order for the record to auto-terminate.
   - For academics, if the box is not checked, the employee will remain in active status and continue to receive pay, but accruals will stop.

3. Submit the appropriate transaction to update the employee’s records, if needed:

   **POSSIBLE PAYPATH TRANSACTIONS:**
   - Extend Appointment
   - Check “End Job Automatically” to automatically terminate on Job End Date
   - Place on a short work break

   **POSSIBLE HR TEMPLATE TRANSACTIONS:**
   - Transfer to another position
   - Terminate

   **NO ACTION NEEDED:**
   - Allow to Auto Terminate on Job End Date, “End Job Automatically” checked

4. Review Job Aids, if needed:

   - [Benefit Eligibility & Triggers](#)
   - [Employee Classifications & Job End Dates](#)
   - [How to Manage Appointment End Dates](#)
   - [How to Process Terminations for Jobs with End Dates](#)
   - [How to Initiate a Short Work Break](#)
   - [How to Initiate an Intra-Location Transfer](#)

**Important Notes:**

1. Once job records are automatically terminated, it is necessary to submit a rehire/reinstatement transaction to reinstate an employee to active status.
2. Extend the “Expected Job End Date” to ensure system updates such as primary job changes, pay rate changes, benefit eligibility changes, etc., are applied to the record.

3. If a record is not set to auto terminate, it must either be terminated, or an extension approval must be submitted and approved by the day before the listed Job End Date, to avoid an overpayment.