**Layoff/Non-Renewal**

The information in this job aid is necessary to ensure that layoffs and non-renewals are entered correctly in the Human Resources Management System (HRMS). Follow these instructions to enter a Layoff/Non-Renewal (do not enter these action/reason codes until within 30 days of the effective date).

**JOB DATA**

1. In HRMS, navigate to **Workforce Administration > Job Information > Job Data**.

2. Enter the Empl ID.

3. Click <Search>.

4. **Work Location** Tab
   a. Click the + sign to add a new row.
   b. **Effective Date** – **one day after** the last day of work
   c. Enter the correct Action/Reason depending on the employee's situation. If you are unsure of which code to use, ask your HR Lead.
      i. **Layoff/Eligible for LO List**
         Use when a Civil Service/Labor Represented employee is eligible to be placed on the layoff list.
      ii. **Termination – Layoff/Ineligible for LO List (CS/LR)**
         Use when a Civil Service or Labor Represented employee is laid off without rights to be put on the layoff list.
      iii. **Termination – Layoff/Non Renew Prgm <3yrs Svc**
         Use when an Academic Employee elects Layoff/Non-Renewal Program with less than 3 years of service.
      iv. **Termination – Non Renew W Notice Prd End Date**
         Use to end a P&A employee's contract when they have been given notice that their contract is non-renewed and have elected to work until the end of the contract.
      v. **Terminated with Benefits – Layoff/Non Renew Prgm >=3yr Svc**
         Use when employee elects Layoff/Non-Renewal Program with service greater than or equal to 3 years. The appointment is no longer eligible for Absence Management plans. For this action/reason code ONLY, see the other side of this job aid for the steps to inactivate Absence Management.
Layoff/Non-Renewal (cont.)

Note: Steps only for action/reason Terminated with Benefits – Layoff/Non Renew Prgm >=3 yr Svc

1. Payroll Tab
   - Absence Management – Other (Appointment is no longer eligible for Absence Management plans.)
   - Pay Group – ZNP (so no pay is generated)
   - Employee Type – Change to ‘H’ - Hourly.

2. Compensation Tab
   - If employee had been Salaried, make the following changes:
     Frequency – H
     Rate Code – HRLY
     Comp Rate – Hourly rate of pay (Expand the Pay Rates section to determine the hourly rate; use all decimal places.)

3. Click <Save>.

END ADDITIONAL PAY

- If an Additional Pay record exists, ensure that the Additional Pay has an end date and it reflects the last day worked. Additional Pay records should ALWAYS have an end date. Submit an HRMS Data Correction Form for any changes.

- If the appointment stops mid-pay period, enter any necessary adjustments and save. Refer to the “Understanding Additional Pay Prorating” job aid for more information about prorating.

TERMINATE CONTRACT

Submit an HRMS Data Correction Form to update the “Termination Date.” The form is found at humanresources.umn.edu > Working at the U > HRMS Training & Resources.