

Faculty who resign/retire from the university must provide a letter indicating their last date of service to the University.

Specific to 9-month

Nine-month faculty members have the option to retire/resign at the end of the fall or spring term or at the end of the academic year end date (12/31, 5/15 or 8/15). If a faculty member retires during the summer (sometime between 5/16 and 8/15), their resignation/retirement date must coincide with the end date of their summer appointment.

If the faculty member indicates a 12/31 or 5/15 end date, FAHR recommends submitting an HR Front End (HRFE) transaction as soon as possible to end (END component) the 9-month service appointment. The HRFE will generate an additional DP appointment in order to pay the faculty member the deferred pay as a result of the monthly rate change from 1/12th to 1/9th. If this step is processed by the MN9 pay calculation, the unit would not have to process any pay adjustments based on the conversion. However, as the resignation date approaches, the units must still initiate the final Separation process in order to initiate any potential benefit payout and notification to SURS and fully separate the faculty member from the University.

Notice of Non-Reappointment

Since faculty may undergo job changes during the period of non-reappointment, the notice of non-reappointment should not be processed as a Separation but as an Employee Job Record Change. Two components will be required: the first component is to add the start date of the notice period and the second component to indicate the end date of the notice period. As the end date of the notice period approaches, the unit must still initiate the final Separation process in order to initiate any potential benefit payout and notification to SURS and fully separate the faculty member from the University.

SURS eligible employees

All SURS-eligible faculty appointments whose end date was previously processed through a Job End Date or whose appointment required an end date must still undergo the final separation process in a timely manner. SURS requires us to report Last Paid Information (LPI) within one (1) year from last payment. If a faculty member's appointment expired and will not be renewed, please submit the HRFE transaction as soon as possible unless the faculty member will be hired within 1 year from the current end date in another SURS eligible appointment at UIC.

SURS ineligible employees

While we do not report any information to SURS, units should still review and submit HRFE Separation transactions for active employees with expired appointments. Units can easily filter for employees who remain active via the HRFE system.

Final Separation Routing

The HRFE separation process is lengthy and has multiple levels of review and stops for the home department/unit, College, and FAHR.

1. The home department/unit initiates the Separation transaction via the HRFE system. The final end date, termination reason and comments are required in order to initiate the transaction. Once initiated, the Job information tab will pre-populate with the separation date and the change reason reflected in the Separation wizard. For 9-month faculty, the HRFE system will create a DP (deferred pay) job. The DP job will need to be updated to reflect:
 - a. Job e-class = AC or AD
 - b. Factor = 9
 - c. Monthly = differential still owed to 9-month faculty paid over 12 months.
 - i. Separation date up to 5/15, take the annual from the 9/12 appointment and divide by 36. This should be the monthly for the DP job.
 - ii. Separation date between 5/16 but prior to 8/15, calculate the difference of what is remaining and divide by 9 to get the monthly for the DP job.
 - iii. Separation date of 8/15 – no DP job is required.

If the above steps were processed earlier in the academic year, make sure to delete the component that is adding the additional DP job since these steps, if done at the beginning of the academic year, eliminate the need for the DP job..

Attach the employee's letter of resignation/retirement. The HRFE separation/job reason should match the reason indicated in the separation letter.

In addition, a Separation tab will be generated with the information provided from the Wizard. Note: a DART Separation transaction will be created - no modifications can be done in the DART Separation – this is merely an FYI. The Separation tab will also have a Transaction Enabled Date (TED). TED is the date that the transaction will be released from hibernation and available for units to update the payout information.

The home department/unit routes for College level review. If there are additional appointments, it will route first to the additional departments/units for their review/editing of their appointment(s).

2. The home College reviews the transaction and routes to FAHR.
3. FAHR will review the transaction. If all information/documentation is in order, FAHR will apply the transaction in order to end all jobs. Note: this step must be processed regardless if the job end date was previously processed in order to advance it to the next level (e.g. NONR or 9/12 that had end dates previously added to pay the DP). This will be the first apply that FAHR needs to do.

HIBERNATION - The Transaction will sit in hibernation until the final regular pay has occurred. Departments/units can determine the hibernation date by looking in the Separation tab. If the faculty member has a non-SURS eligible appointment or is in a job which is not eligible for vacation/sick leave benefits, the transaction will hibernate and reappear at the FAHR level.

4. The home department/unit needs to update the separation tab once the transaction comes out of hibernation to address any benefit payout requirement. If payout is required, the Separation tab will require entry of the final weighted rate of pay. Faculty who hold a 0% administrative appointment will still require a manual calculation and the correct hourly weighted rate must be indicated in the appropriate field in the HRFE Separation tab. To assist in this process, a Weighted Rate Calculator is available on the FAHR website.

The Separation tab also provides information on the current vacation/sick leave balances from PEALEAV. PEALEAV information should be updated after the calculation of the final regular check but prior to the update to the separation tab. Home department/unit routes to the College. Note: the payout information providing the Terminal Vacation and Sick Leave is a guide. Payroll will compare the adjustment based on final PEALEAV balances and the Weighted Hourly rate in the HRFE Separation tab.

5. The home College reviews the transaction. Routes to FAHR.

The final steps are dependant on the terms of appointment. If the faculty member is SURS eligible or vacation/sick leave eligible, steps 6-8 must be completed. If not, then only step 9 needs to occur.

SURS eligible or vacation/sick leave eligible

6. FAHR will review the information for the hourly weighted rate if payout is required. If yes, FAHR will route in order for the transaction to advance to Payroll.
7. Payroll will review the transaction. If no overpayment issues exist, Payroll will provide the Last Paid Information (LPI) and route to FAHR.
8. FAHR will apply the transaction. This step triggers the final SURS feed and is the final apply which results in a termination at the employee level. The transaction is completed in the HRFE and becomes historical at this point.

Non-SURS eligible or non-vacation/sick leave eligible

9. FAHR will apply the transaction resulting in termination at the employee level.