

Title	PZRTERM
Version	1.1
Date	20100917
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Dept/Division	Human Resources
Get help with this process	Emery Wasley, Kelli Shuman, Janice Minder, Doug Corwin
Processes	PZRTERM

Description:

This program looks at any employee that is active in PEAEMPL but has had no active job in the past six or more months.

Each institution can run the report in Banner. Use the parameters Audit [A] or Update [U] and Institution based on PEAEMPL_JBLN_CODE (BHSU, DSU, NSU, SDSMT, SDSU, USD, SDSBVI, SDSD or BOR and % if you would like to run all.)

The program excludes all ECLS 45 and benefit eligible ECLS.

The purpose of the program is to terminate those employees with a V2 Termination Reason at the date the process is run. The report documents employees that will have a record inserted in both PEBEMPL and PEREHIS (The employee form and the employee history inquiry).

Security class for this process is HR Generalist.

Notes

Remember to validate that the employees on the report are NOT volunteers (ECLS 45 is excluded but if it is not updated on the PEAEMPL record it will pull in).

Remember to validate that the employees on this report are not employees that should have a job and do not. There may be circumstances where the employee should have a job and it did not get loaded.

Reference Information:

PZRTERM

The screenshot shows the PZRTERM application interface. At the top, there is a toolbar with various icons. Below the toolbar, the title bar reads "Process Submission Controls GJAPCTL 7.4.1.1 (PROD)". The main interface is divided into several sections:

- Process:** A dropdown menu set to "PZRTERM" and a text field containing "Termination in PEBEMPL".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "DATABASE", a "Special Print:" text field, "Lines:" and "Submit Time:" checkboxes.
- Parameter Values:** A table with two columns: "Parameters" and "Values".

Number	Parameters	Values
01	Institution	BOR
02	Update or Audit Mode	A

LENGTH: 10 TYPE: Character O/R: Required M/S: Single
Institution Initials ie: SDSU, NSU, SDSU,...or % for all
- Submission:** A section with a "Save Parameter Set as" checkbox, "Name:" and "Description:" text fields, and "Hold" and "Submit" radio buttons.

Step	Action
1	Open Banner. Pull up PZRTERM in the "Go To..." field.
2	Click Next Block in to the "Printer" field. Type DATABASE.
3	Click Next Block in to the "Parameter Values Area".
4	Choose your Institution and Choose Audit (A) or Update (U) for the Mode.
5.	Run the process.
6.	Validate the employees on the report.

Related Documents:

NA

Links:

NA