

## TERM END DATE GUIDELINES

**Scenario 1: If the department submits a term extension request prior to the term end date and prior to the payroll cycle then:**

1. HR Client Services reviews and approves supporting documents and routes to EDC.
2. EDC prioritizes term extensions to process in Banner before the payroll run.

\* Please see the [Designated Approving Authority](#) webpage for the applicable approval list.

**Scenario 2: If the department submits a term extension request on the same day the term is scheduled to end, and after the payroll run then:**

1. EDC will prioritize and process in Banner. The check will be generated on the next available pick-up date.

\* Please see the [Designated Approving Authority](#) webpage for the applicable approval list.

**Scenario 3: If the department submits a term extension request after the term date has ended and employee continues to work, then:**

1. HR Client Services will require an approval memo from the appropriate Executive Vice President (EVP) explaining the reasons behind the delay in extending the term end date for the employee.
2. In addition to the memo, an EPAF and a Term MOU are required to extend the term.
3. HR Client Services will process the EPAF and notify the EDC. The pay will occur on the next available payroll. Payment could be up to 2 weeks for a bi-weekly employee, or one month for an exempt employee.

**Scenario 4: If the department submits term extension after the term date has ended and employee did not work, then:**

1. EDC's notify the appropriate HR Consultant based on a vital error report that shows where an employee's job has ended based on the term end date, and no extension or separation was processed (SEP Code).
2. If the department submits a request to extend AFTER the term end date, then this is considered a rehire. The HR Consultant will advise the department to proceed with the appropriate hire action. The rehire will be processed as a non-competitive hire, change in employee status. The department will have to submit a justification memo, approved by the appropriate Designated Authority.

### **A note from Benefits:**

In Scenarios 2 - 4, please notify Benefits as soon as possible to ensure the employee's benefits will not be terminated and COBRA paperwork will be sent. In Scenario 4, even though it is considered a rehire, Benefits would not consider it so for benefits purposes unless the break in employment is more than 30 days. Meaning, Benefits would not allow the employee to make new benefit elections or be subject to a Life/LTD/AD&D guarantee issue time frame. Benefits will simply reinstate the old benefits as if they had been canceled.