

## Termination and Rehire Reason Guidelines

### UMS Termination Processing Guidelines

Information regarding terminations is covered in Policy 39

All custom field information must be entered for the termination form to be processed

**Last Day Worked:** Last day the employee is at work providing service for MUSC.

- **Required Custom UMS Fields:**
  - Date of Death: mm/dd/yyyy

**Last Day Paid:** Last day the employee received compensation at work or in an approved paid leave status.

- **Required Custom UMS Fields:**
  - Date of Death: mm/dd/yyyy

**Last Day Employed:** Last day employed at MUSC (either in a paid or unpaid status).

- **Required Custom UMS Fields:**
  - Date of Death: mm/dd/yyyy

**Annual Leave/Holiday Payout Information:** Please enter zero if there is no payout values. If left blank, the form will be rejected and returned for correction.

- **Required Custom UMS Fields:**
  - Date of Death: mm/dd/yyyy

**UDAK Information:** All funding information must be provided in order to process the termination request. Contact Payroll for further assistance. If a grant funded UDAK or restricted UDAK (MUCR) is entered, it will be rejected in TeamWorks. Contact Grants and Accounting if you have any questions.

- **Required Custom UMS Fields:**
  - Date of Death: mm/dd/yyyy

### Miscellaneous Separation Reasons

#### T01 (27) – Deceased

- **Required Custom UMS Fields:**
  - Date of Death: mm/dd/yyyy

**TC (--)** – **Termination Cancelled:** Use to void a termination that is in the future. If termination date has already past or if the payroll cycle has processed for the termination date is in progress the termination cannot be cancelled. A PEAR to rehire the employee will need to be generated and sent to HR indicating the error in the comment box. The rehire form will need to be routed to HR.

**TE (--)** – **Termination Extended – No longer a valid option for selection.** Cancel the original Termination and resubmit another one.

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**Voluntary Separation Reasons:** the employee initiates Termination. The employee chooses to leave MUSC's employment. This includes going to work at MUHA and UMA. Please provide original Letter of Resignation to HRM. Only select one reason.

Please forward a copy of the Letter of Resignation to HR for all Voluntary Separation Reasons.

**T04(06) – Education:** The employee is returning to school.

**T05(04) – Better Pay:** Employee is leaving due to accepting a higher paying position.

**T07(04) – Career Advancement:** Employee is leaving due to career advancement opportunities.

**T09(01) – Unsatisfactory Working Conditions:** Employee leaving due to concerns regarding his/her work environment.

**T13(03) – Transfer to another Stage Agency:** Employee has accepted a position at another state agency.

- **Required UMS Custom Fields:**

- Agency: (select from drop down box provided)
- Start Date: mm/dd/yyyy

**T15(05) – Relocation:** Employee is separating due to leaving the Charleston Area.

**T16(07) – Military:** Employee is separating and is entering into the military as his/her full-time career choice. Do not use if the employee is going on a leave of absence due to being called for military duty.

**T18(--)** – **Residency/Work Study Completed:**

- Resident (employee type = R) has completed his/her residency program at MUSC. If the resident is moving into another position or classification at MUSC, please complete an assignment change PEAR. Do not complete a Separation/Termination Notice.
- A student (employee type = 7) has completed their work-study assignment at MUSC. If the student is moving to another position or classification at MUSC please complete an assignment change PEAR. Do not complete a Separation/Termination Notice.

**T19(01) – Personal:** Use for all other reasons when an employee is separating from MUSC at his/her own will. Also use this reason for residents who are not taking a position after completing their residency.

**T37(01) – Job Abandonment:** Employee did not report for work or notified his/her supervisor of not coming to being able to report to work for three consecutive days.

**T38(11) – Never Reported:** Employee has attended orientation, but never reported to his/her actual assigned working location.

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**T45(12) – Did not Return from LOA:** Employee did not return from a leave of absence.

**Involuntary Separation Reasons:** Termination is initiated by MUSC. Directive to use these reasons requires consultation with Employee Relations/Class & Compensation. All Termination will be reviewed by Employee Relations prior to the termination being processed.

Please provide a copy of the Letter of Separation given to the employee.

**T03(21) – Reduction in Force:** Please refer to Policy #34. Conditions both internal and external to MUSC. Examples are: reduction-in-force due to a loss of funding, shortage of work, reorganization, outsourcing/privatization resulting in terminating the employee. Use this reason for all employees who are not a TERI or retiree or a probationary employee.

**T03A (19) - Staff Reduction - TERI/Retiree Employee:** This reason code is to be used for all TERI/Retire employees separating due to conditions both internal and external to MUSC. Examples are: reduction-in-force due to a loss of funding, shortage of work, reorganization, outsourcing/privatization resulting in terminating the employee.

**T03B (22) – Staff Reduction - Termination Probationary Employee:** This reason code is to be used for all probationary employees who are separated due to conditions both internal and external to MUSC. Examples are: reduction-in-force due to a loss of funding, shortage of work, reorganization, outsourcing/privatization resulting in terminating the employee.

**T11(19) – Faculty Contract Ended** – A faculty contract was not renewed by the University. Please refer to the Faculty Hand Book for guidelines.

**T17(20) – Temp Position Ended:** A temporary position has ended due to workload reduction or a reduction in funding source. Use for all employees who are in a Temp Faculty (3) or Temp Non-Faculty (6) classification who are not a returning retirees. This would be the code to use when for temporary employees when their one-year temporary assignment has ended. Do not use for employees who are returning retiree employees when taking their two-week break in service. Use the appropriate returning retiree termination code when terminating returning retirees taking their two-week break-in-service. Retirement separation reason codes are defined in Retirement Separation Reasons section of this document.

**T23(24) – Performance:** Requires supportive documentation. Based upon poor employee performance that has resulted in terminating the employee.

**T33(23) – Rule Violation:** A violation of a policy. Supportive documentation required.

**T35(25) – Failure to Update Credentials:** Supportive documentation required.

**T46(--)** – **Research Grant Position Ended:** Please refer to Policy #5. The position has ended due to the duration of the grant that has expired, no more funds exist and/or the grant ceases to exist, or any subsequent renewals or extensions ended.

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**Retirement Separation Reasons:** Separation reasons for employees who have continued or returned back to work after starting retirement. Employees who return after retirement are referred to as Temporary Faculty or Non-Faculty returning retirees

**T40(08) – Retirement - Regular:** Normal Retirement after 28 years of service or the employee has reached age 65. Employee did not participate in the TERI program. The employee is a participant in the State Retirement System. Employee is required to take a 15 calendar-day break in service if returning to work. If employee is returning as a Temporary Faculty or Non-Faculty returning retiree, please route a PEAR to HR for processing using the action REHIRE and the reason as 09A – Retiree.

- **Required UMS Custom Fields :**
  - Retire Returning to work: (Yes/No)
  - If yes: Date Returning to Work: mm/dd/year

**T49(08) – Retirement – ORP Participant:** Retirement when an employee has reached age 59 ½ years old. Employee did not participate in the TERI program. The employee is a participant in the ORP retirement plan. Employee is required to take a 15 calendar-day break in service if returning to work. If employee is returning as a Temporary Faculty or Non-Faculty returning retiree, please route a PEAR to HR for processing using the action REHIRE and the reason as 09A – Retiree.

- **Required UMS Custom Fields :**
  - Retire Returning to work: (Yes/No)
  - If yes: Date Returning to Work: mm/dd/year

**T41(09) – Retirement - Early:** Early retirement at age 55 with 25 years of service or when the employee has reached age 60. The employee did not participate in the TERI program. Employee is required to take a 15-day break in service if returning to work. If employee is returning as a Temporary Faculty or Non-Faculty returning retiree, please route a PEAR to HR for processing using the action REHIRE and the reason as 09A – Retiree.

- **Required UMS Custom Fields :**
  - Retire Returning to work: (Yes/No)
  - If yes: Date Returning to Work: mm/dd/year

**T42(10) – Retirement - Disability:** Disability retirement application approved by the SC Retirement System. The employee did not participate in the TERI program.

- **Required Custom Fields :**
  - Retire Returning to work: (Yes/No)
  - If yes: Date Returning to Work: mm/dd/year

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**T43(08) – Retirement - End TERI:** Retiree has notified MUSC of an actual TERI date any time within the 5 year window eligible to participate in the TERI program. Retiree has concluded their time on the TERI program or the maximum period allowed by the SC Retirement System to participate in the TERI program. Employee is required to take a one-day break in service if returning to work. Please note: The date that the employee begins TERI is also the employees Retirement start date. If employee is returning as a Temporary Faculty or Non-Faculty returning retiree, please route a PEAR to HR for processing using the action REHIRE and the reason as 09B – Post Teri Employee

- **Required Custom Fields :**
  - Retire Returning to work: (Yes/No)
  - If yes: Date Returning to Work: mm/dd/year

**T47(01) – Retirement - End Post TERI Retirement:** Retiree has returned to work after their TERI concluded (43) and is now separating employment with MUSC. If employee is returning as a Temporary Faculty or Non-Faculty returning retiree, please route a PEAR to HR for processing using the action REHIRE and the reason as 09B – Post Teri Employee.

- **Required Custom Fields :**
  - Retire Returning to work: (Yes/No)
  - If yes: Date Returning to Work: mm/dd/year

**T48(01) – Retirement - End Post Retirement Employment:** Retiree returned to work after separating due to normal retirement (40) or early retirement (41) and is now separating employment with MUSC. If employee is returning as a Temporary Faculty or Non-Faculty returning retiree, please forward a Rehire PEAR to HR for processing using the reason code 09A.

- **Required Custom Fields :**
  - Retire Returning to work: (Yes/No)
  - If yes: Date Returning to Work: mm/dd/year

## Termination and Rehire Reason Guidelines

### Rehire Assignment Change Reason Codes:

The following reason codes have been added for the action REHIRE.

#### A. 09 – Rehire:

- All employees who previously worked for the University and are not returning as a Post TERI-employee or Retiree employee.

#### B. 09A – Rehire Retirement Retiree:

- Use for a retiree who has never participated in the TERI Program
- Code to be used to rehire an employee after their initial 15 calendar-day break in service
- Code to be used to rehire an employee each year after their required 15 calendar-day break in service at the end of their 1 year temporary assignment

#### C. 09B – Rehire Post TERI Retiree:

- Use for a retiree who has participated in the TERI Program
- Code to be used to rehire an employee after TERI ends and has taken a one day break in service
- Code to be used to rehire an for employees who has participated in TERI and are returning after taking their required 15 calendar-day break in service at the end of their 1 year temporary assignment