To end an assignment for an **hourly employee with no benefits**, the Line Manager sends an email to payroll@pittstate.edu with the following details:

|  |  |
| --- | --- |
| **Hourly Employee Name:** |  |
| **Person Number (PSU ID@):** |  |
| **Department:** |  |
| **Position/Assignment #:** |  |
| **Last Day Worked:** |  |

Line Managers will use the process to end assignments for in the following Assignment Categories:

* Staff Unclassified-Temporary-No Benefits-Non Exempt
* Staff USS-Temporary-No Benefits-Non Exempt
* Graduate Assistant-Administrative-No Benefits-NonExempt
* Graduate Assistant-Research-No Benefits-NonExempt
* Students-No Benefits-Non Exempt

*Please be aware that are processes have changed with GUS HR student employment and termination of appointments*.

We must review each student and determine which option applies to that student’s termination request:

1. If the student is no longer enrolled at PSU, we can terminate the position in Secure Shell and GUS HR
2. If the student is enrolled and has another active position on campus, we can end the assignment which terminates that position in Secure Shell and inactivates that position in GUS HR
3. If the student is enrolled and does not have any other student positions on campus, we cannot terminate them in Secure Shell, but we do suspend the position in GUS HR so that they will not have access to time entry for that position nor will they be paid.

If you need additional positions created, please email a request to payroll@pittstate.edu and include the number of the current position that you need to fill, the description, and include any updates to supervisors (line managers).

As always, please feel free to contact HRS (x. 4191 or payroll@pittstate.edu) if you have questions or need more information.

*\\files1\DEPARTMENTS\BUD\HRS\PPM's - GUS HR\Documents\Documents - Terminating Appintments for Hourly Employees with No Benefits.docx*