

## Staff-Career Staff Separations-Monthly **Restricted**

### Description:

This report lists campus staff employees who have separated employment, based on the separation dates recorded in PPS. The report pulls career and partial-year career staff with a separated status during a time period you specify. This report is useful in looking at the number of separations over a period of time and determining turnover rates. This report contains **sensitive** information – please follow appropriate distribution methods.

### Report Tabs/Views:

- Career Staff Separations including **sensitive** data
- Career Staff Separations
- Career Staff Separations by Home Dept

InfoView users need PPS Central Office access in order to run this report as it contains sensitive Separation information.

### Data Prompts:

- A range of dates during which employees separated

### Report Limitations:

- Includes
  - Staff employees with career and partial-year career appointments
  - Staff employees with separate dates present in PPS and between the dates specified, even if they have been subsequently rehired
- Excludes
  - Staff employees with limited appointments or non-staff employees
  - Last Day on Pay information is not available
  - Separations entered in PPS after the last monthly data was loaded

### Interpreting the Data:

- Information is pulled from the appointment level.
- Once the initial separation action is complete, subsequent corrections and changes to an employee record will result in additional lines for the employee on this report. The date in the Last Action Eff Date field will indicate the most current information for that employee.

### Customizations:

- None

### Cautions:

- This report is based on the "monthly" extract from PPS. The data in this report reflects the state of PPS at the end of each respective month. Any recent information will not appear until after the end of the current month
- Some separations are entered into PPS retroactively. As a result, depending on when you run the report, not all separations may be included. This means that if the report is re-run at a later date, the report results may be different. Be sure to review the "Run Date" on the report for clarification.
- Separation Codes and Reasons are considered **sensitive data**. If you have a need to download or print this information for distribution to others, please consider your audience and whether these data elements are truly needed by them. If not, only distribute information that is not **sensitive** in this report.



This report has passed the UCSC Data Warehouse's Report Certification Process (see [http://planning.ucsc.edu/DataMgmt/dwh/bob/corp\\_docs.htm](http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm)). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

**Fictitious Data - Sample Only**

Employee Name	Employee ID	Home Department Name	Hire Date	Separation Date	Last Action Eff Date	Sep Code	Separation Reason	Appt Type	Pers Prog Code	Title Code	Title	TUC
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	05/26/2009	02/18/2010	03/03/2010	CA	Layoff:rehire/recall	2	1	7275	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	02/14/2005	02/26/2010	02/24/2010	AA	Accept Another Job	2	1	7646	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	09/15/2008	06/30/2010	06/29/2010	CA	Layoff:rehire/recall	2	1	7244	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	09/17/1985	06/29/2010	06/29/2010	RA	Rtrmt-Regular	2	1	4353	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	01/22/2008	03/07/2010	01/28/2010	LA	Other	2	2	0280	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	03/02/1987	06/29/2010	06/28/2010	RA	Rtrmt-Regular	2	2	0717	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	05/01/2007	02/28/2010	03/01/2010	AA	Accept Another Job	2	2	0689	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	07/28/1997	06/29/2010	06/28/2010	RA	Rtrmt-Regular	2	2	0245	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	09/10/1986	02/02/2010	02/03/2010	RA	Rtrmt-Regular	2	1	7514	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	06/01/2009	02/05/2010	02/18/2010	AA	Accept Another Job	2	1	7181	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	06/11/2001	02/15/2010	02/22/2010	CA	Layoff:rehire/recall	2	1	7275	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	05/19/2008	04/30/2010	04/24/2010	CG	Layoff:severance	2	1	4353	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	02/06/2006	02/18/2010	03/03/2010	LA	Other	2	2	0738	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	04/01/2005	02/05/2010	02/06/2010	AN	Resign - no reason	2	1	7275	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	01/03/2005	03/01/2010	02/25/2010	AN	Resign - no reason	2	1	7663	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	01/03/2005	03/01/2010	03/01/2010	AA	Accept Another Job	2	1	7663	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	04/25/2005	02/08/2010	02/04/2010	AN	Resign - no reason	2	1	7133	TITLE CODE NAME ABBR.	99



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Employee Name	Employee ID	Home Department Name	Hire Date	Separation Date	Last Action Eff Date	Appt Type	Pers Prog Code	Title Code	Title	TUC
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	05/26/2009	02/18/2010	03/03/2010	2	1	7275	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	02/14/2005	02/26/2010	02/24/2010	2	1	7646	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	09/15/2008	06/30/2010	06/29/2010	2	1	7244	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	09/17/1985	06/29/2010	06/29/2010	2	1	4353	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	01/22/2008	03/07/2010	01/28/2010	2	2	0280	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	03/02/1987	06/29/2010	06/28/2010	2	2	0717	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	05/01/2007	02/28/2010	03/01/2010	2	2	0689	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	07/28/1997	06/29/2010	06/28/2010	2	2	0245	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	09/10/1986	02/02/2010	02/03/2010	2	1	7514	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	06/01/2009	02/05/2010	02/18/2010	2	1	7181	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	06/11/2001	02/15/2010	02/22/2010	2	1	7275	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	05/19/2008	04/30/2010	04/24/2010	2	1	4353	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	02/06/2006	02/18/2010	03/03/2010	2	2	0738	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	04/01/2005	02/05/2010	02/06/2010	2	1	7275	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	01/03/2005	03/01/2010	02/25/2010	2	1	7663	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	01/03/2005	03/01/2010	03/01/2010	2	1	7663	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	HOME DEPT. NAME	04/25/2005	02/08/2010	02/04/2010	2	1	7133	TITLE CODE NAME ABBR.	99



Fictitious Data - Sample Only

## HOME DEPT. NAME

Employee Name	Employee ID	Hire Date	Separation Date	Last Action Eff Date	Appt Type	Pers Prog Code	Title Code	Title	TUC
EMPLOYEE NAME	7XXXXXXXXX	09/15/2008	06/30/2010	06/29/2010	2	1	7244	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	02/05/2007	03/31/2010	03/30/2010	2	1	7253	TITLE CODE NAME ABBR.	99

## HOME DEPT. NAME

Employee Name	Employee ID	Hire Date	Separation Date	Last Action Eff Date	Appt Type	Pers Prog Code	Title Code	Title	TUC
EMPLOYEE NAME	7XXXXXXXXX	10/26/1992	06/29/2010	06/28/2010	2	1	4357	TITLE CODE NAME ABBR.	99

## HOME DEPT. NAME

Employee Name	Employee ID	Hire Date	Separation Date	Last Action Eff Date	Appt Type	Pers Prog Code	Title Code	Title	TUC
EMPLOYEE NAME	7XXXXXXXXX	02/15/2007	06/22/2010	06/29/2010	2	1	7646	TITLE CODE NAME ABBR.	99
EMPLOYEE NAME	7XXXXXXXXX	06/02/2008	06/17/2010	06/29/2010	2	2	0461	TITLE CODE NAME ABBR.	99

## HOME DEPT. NAME

Employee Name	Employee ID	Hire Date	Separation Date	Last Action Eff Date	Appt Type	Pers Prog Code	Title Code	Title	TUC
EMPLOYEE NAME	7XXXXXXXXX	12/14/1995	04/29/2010	05/04/2010	2	1	7512	TITLE CODE NAME ABBR.	99

