Staff-Career Staff Separations by Effective Date-Monthly

Description:
This report lists campus career staff employees who have separated employment, based on the separation date recorded in PPS. The report pulls career and partial-year career staff with separated status during a specified time period.

Report Tabs/Views:
- Career Staff Separations
- Career Staff Separations by Home Department

Data Prompts:
- Report Begin Date – the first date to include in the range of separation effective date
- Report End Date – the last date to include in the range of separation effective date

Report Limitations:
- Includes
  - Staff employees who had career and partial-year appointments at the time of separation
  - Staff employees with separation dates present in PPS between the dates specified
- 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:
- Indefinite appointment end dates appear as 99/99/99

Cautions:
- This report is based on the "monthly salary expense" information from PPS. Salary expense data is updated once per month - typically by the 5th working day of the following month – not necessarily at the same time the expenses are loaded to the campus financial system.

- Some separations are entered in PPS retroactively. Depending on when you run this report, not all separations may be captured. This means that if the result is re-run at a later date, the report results may be different. Be sure the look at the "Run Date" on the report for clarification.

 This report has passed the UCSC Data Warehouse's Report Certification Process (see 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.

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	7XXXXXXX	HOME DEPARTMENT NAME	5/13/85	4/1/10	3/30/10	2	2	0209	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	7/6/99	4/23/10	4/24/10	2	1	7282	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	1/21/02	4/22/10	4/28/10	2	1	5326	TITLE CODE NAME ABBREVIATED	SX
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	6/10/02	4/1/10	4/1/10	2	2	0209	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	12/19/03	4/8/10	4/12/10	2	2	0736	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	7/18/05	4/23/10	4/28/10	2	1	7278	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	10/16/06	4/9/10	4/10/10	2	2	0737	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	1/1/07	4/9/10	4/8/10	2	1	8486	TITLE CODE NAME ABBREVIATED	SX
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	2/4/08	4/15/10	4/27/10	2	1	4353	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	3/17/08	4/27/10	4/26/10	2	1	4722	TITLE CODE NAME ABBREVIATED	CX
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	4/22/08	5/10/10	4/3/10	2	1	4722	TITLE CODE NAME ABBREVIATED	CX
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	5/19/08	4/30/10	4/24/10	2	1	4353	TITLE CODE NAME ABBREVIATED	99
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	12/11/08	4/23/10	4/26/10	2	1	9603	TITLE CODE NAME ABBREVIATED	TX
EMPLOYEE NAME	7XXXXXXX	HOME DEPARTMENT NAME	4/5/10	4/7/10	4/7/10	7	1	9602	TITLE CODE NAME ABBREVIATED	TX

HOME DEPARTMENT NAME   1

Employee Name	Employee ID	Hire Date	Separation Date	Last Action Eff Date	Appt Type	Pers Prog Code	Title Code	Title	TUC
EMPLOYEE NAME	7XXXXXXX	4/5/10	4/7/10	4/7/10	7	1	9602	TITLE CODE NAME ABBREVIATED	TX