Termination - Expiration of Appointment
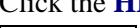
1.	Click the **Administer Workforce** link. ● Administer Workforce
2.	Click the **Administer Workforce (USF)** link. ● Administer Workforce (USF)
3.	Click the **Use** link. ● Use
4.	Click the **HR Processing** link. HR Processing
5.	Enter the appropriate variable in the field. (for example, **Last Name**) Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**WINTER**".
7.	Click the **Search** button. Search
8.	Select the appropriate employee. 0013　0　　　　WINTER,CHRIS WINTER
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the **Add a new row at row 1** button. +
10.	Enter the **Actual Effective Date** of the termination action.
11.	Click in the ***Action** field.
12.	Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**LOF**".
13.	Click in the ***Reason Code** field.
14.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**TMP**".
15.	Click in the **NOA Code** field.
16.	Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**471**".
17.	Click in the **NOA Ext** field.
18.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
19.	Click in the **Authority (1)** field.

20.	For **Authority (1)**, enter the correct legal authority. Enter the desired information into the **Authority (1)** field. Enter a valid value, e.g. "**PNM**".
21.	Enter **Authority (2)**, if applicable. Click in the **PAR Request#** field.
22.	In the **PAR Request #** field, enter the applicable PAR Request number. Enter the desired information into the **PAR Request#** field. Enter a valid value, e.g. "**00000320988**".
23.	Click the **PAR Remarks** link. PAR Remarks
24.	Enter the applicable **Remark CD** (Code). Enter the desired information into the **Remark CD** field. Enter a valid value, e.g. "**E37**".
25.	Press **[Tab]**.
26.	Click the **Ok** button. OK
27.	Click the **Tracking Data** link. Tracking Data
28.	Click in the **Comment** field.
29.	In the **Comment** field, enter the employee's contact name and phone number. NOTE: There is a 30 character limit in the **Comment** field. Insert additional rows to add comments beyond 30 characters. Enter the desired information into the **Comment** field. Enter a valid value, e.g. "**MARTHA WINTER 555-312-1234**".
30.	Click the **Ok** button. OK
31.	Change the **PAR Status** according to your role.
32.	Click the **Save** button. Save
33.	If additional changes need to be made to the employee's record, perform the changes. For example, if the employee's separation address will differ from their current address, you must perform an Address Change and make the update. Be particularly aware of and insure the employee's separation address is documented. Verify if the employee will receive a separation incentive payment and modify if necessary. All benefits and pay actions must be stopped. A NOA is not needed to terminate these benefits and pay actions. Follow the applicable procedures to stop the benefits and pay. **End of Procedure.**