Workday Dates Matrix

The following business processes have been configured for processing HCM transactions in Workday.

Click on the business process and scroll through to review the key dates used for the positions and jobs involved.

Business Process Overview

Hire   2

Position Management: follows recruiting and starts at the acceptance of the offer. Job Management: follows POOLED position processes.

Change Job   4

Used for transfers, promotions, demotions, reclassifications, and auto progressions.

Add Additional Job   6

Used when an employee works in multiple supervisory organizations, is paid varying rates of pay, and may involve a Primary Job Switch sub-process for a newly added Additional Job.

Edit Position   7

Used for the Job Management (Pooled) employees and involves making changes to FTE% (scheduled hours) and extending the End Employment Date.

Edit Job   8

Used for the Job Management (Pooled) employees and involves making changes to FTE% (scheduled hours) and extending the End Employment Date.

Request Compensation Change   9

Involves market adjustments, COLA, step increases, updating stipends, LOA salaried increases, and hourly rate increases.

Period Activity Pay   11

Used to compensate a worker in equal sums over a period of time, is administered outside of normal compensation business process, and is paid in accordance with a specific academic year, academic period, instructional/research/clinical activities, and campus housing.

End Additional Job   13

Used when ending a non primary job for the employee when the job is no longer being used.

Termination   14

Used for terminating an employee's relationship with UNLV and ceases payroll processing to the employee.

Hire

Hire: Position Management - follows recruiting and starts at the acceptance of the offer.

Position Type	Hire Date	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date	Costing Allocation End Date
Academic Faculty	New hire for Fall, use 07/01/YYYY New hire for Spring, use 01/01/YYYY	Leave blank *If there is an end employment date, use that date*	Leave blank *If there is an end employment date, use that date*	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Academic Visiting Faculty	New hire for Fall, use 07/01/YYYY New hire for Spring, use 01/01/YYYY	If FY, last date of fiscal year (06/30/YYYY); If Semester, last date of 6-month contract (12/31/YYYY or 06/30/YYYY)	If FY, last date of fiscal year (06/30/YYYY); If Semester, last date of 6-month contract (12/31/YYYY or 06/30/YYYY)	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Administrative Faculty	Date employee begins working at UNLV	Leave blank *If there is an end employment date, use that date*	Leave blank *If there is an end employment date, use that date*	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Post-Doctoral Scholar	Date employee begins working at UNLV	Leave blank *If there is an end employment date, use that date*	Leave blank *If there is an end employment date, use that date*	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Salary	Date employee begins working at UNLV	Leave blank *If there is an end employment date, use that date*	Leave blank *If there is an end employment date, use that date*	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Hourly	Date employee begins working at UNLV	Leave blank *If there is an end employment date, use that date*	Leave blank *If there is an end employment date, use that date*	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

Please contact your Talent Acquisition Team Member with questions.

Hire: Job Management - follows POOLED position processes.

Position Type	Hire Date	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date	Costing Allocation End Date
LOA – Salaried **Employee Type: Temporary (Fixed Term)**	Date employee begins working at UNLV	Last day of employment with UNLV	Last day of employment with UNLV	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - For Credit **Employee Type: Semester (PTI Hours Per Week)**	Date employee begins working at UNLV	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation on the hire, as this is added on the PAP.	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - Not For Credit **Employee Type: Semester (PTI Hours Per Week)**	Date employee begins working at UNLV	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation on the hire, as this is added on the PAP.	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - One Type Payment **Employee Type: Semester (PTI Hours Per Week)**	Date employee begins working at UNLV	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation on the hire, as this is added on the PAP.	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA – Hourly **Employee Type: Temporary (Fixed Term)**	Date employee begins working at UNLV	Last day of employment with UNLV	Last day of employment with UNLV	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Temporary – Hourly **Employee Type: Temporary (Fixed Term)**	Date employee begins working at UNLV	Last day of the job or end of the fiscal year, whichever comes first	Last day of the job or end of the fiscal year, whichever comes first	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Student – Hourly **Employee Type: Student (Fixed Term)**	Date employee begins working at UNLV	Last day of employment with UNLV *(use anticipated end date or graduation date)*	Last day of employment with UNLV *(use anticipated end date or graduation date)*	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Student – Hourly - WORK STUDY **Employee Type: Student (Fixed Term)**	Date employee begins working at UNLV	Use last day of the pay period for the anticipated graduation, either December or May	Last day of employment with UNLV *(use anticipated end date or graduation date)*	Same as hire date	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

Please contact your Temp Hire & HCM Support Analyst with questions.

For Student Employment questions, please contact the Student Employment Specialist.

Hire

Change Job

Used for transfers, promotions, demotions, reclassifications, and auto progressions.

Change Job: Position Management

Position Type	When do you want the change to take effect?*	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date**	Costing Allocation End Date
Academic Faculty	Date you want change to go into effect	N/A	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund.* *Use last date of the grant/gift fund*
Administrative Faculty	Date you want change to go into effect	N/A	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund.* *Use last date of the grant/gift fund*
Post-Doctoral Scholar	Date you want change to go into effect	N/A	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund.* *Use last date of the grant/gift fund*
Classified - Salary	Date you want change to go into effect	N/A	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund.* *Use last date of the grant/gift fund*
Classified - Hourly	Date you want change to go into effect	N/A	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund.* *Use last date of the grant/gift fund*

NOTES

*There should be no break in service. If there is a break in service, a termination and rehire must be done.

**If costing allocation is changing, add new costing allocation details for transfer, promotion, etc.

Change Job: Job Management

Position Type	When do you want the change to take effect?*	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date**	Costing Allocation End Date
LOA – Salaried **Employee Type: Temporary (Fixed Term)**	Date you want change to go into effect	Last day of employment with UNLV	Last day of employment with UNLV	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - For Credit **Employee Type: Semester (PTI Hours Per Week)**	Date you want change to go into effect	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation, as this is done on the PAP.	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - Not For Credit **Employee Type: Semester (PTI Hours Per Week)**	Date you want change to go into effect	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation, as this is done on the PAP.	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - One Type Payment **Employee Type: Semester (PTI Hours Per Week)**	Date you want change to go into effect	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation, as this is done on the PAP.	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA – Hourly **Employee Type: Temporary (Fixed Term)**	Date you want change to go into effect	Last day of employment with UNLV	Last day of employment with UNLV	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Temporary – Hourly **Employee Type: Temporary (Fixed Term)**	Date you want change to go into effect	Last day of employment with UNLV or end of fiscal year, whichever comes first	Last day of employment with UNLV	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Student – Hourly **Employee Type: Student (Fixed Term)**	Date you want change to go into effect	Last day of employment with UNLV (use anticipated end date or graduation date)	Last day of employment with UNLV	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

*There should be no break in service. If there is a break in service, a termination and rehire must be done.

**If costing allocation is changing, add new costing allocation details for transfer, promotion, etc.

For Graduate Assistant changes, contact Graduate Student Financial Services.

Add Additional Job

Used when an employee works in multiple supervisory organizations, is paid varying rates of pay, and may involve a Primary Job Switch sub-process for a newly added Additional Job.

Add Additional Job: Job Management

Position Type	Effective Date	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date	Costing Allocation End Date
LOA – Salaried **Employee Type: Temporary (Fixed Term)**	Date employee begins working in additional job	Date job ends *Could be same as last day working at UNLV or last day of job*	Same as End Employment Date	Same as hire date	Leave blank unless a *grant/gift fund.* Use last date of the *grant/gift fund*
LOA - Activity Pay Instruction (PTI) - For Credit **Employee Type: Semester (PTI Hours Per Week)**	Effective date should be the date when the add job is entered in Workday.	Job profile: Semester PTI (hours per week) do not have an end date.	No compensation as the compensation is thru the PAP.	Same as hire date	Leave blank unless a *grant/gift fund.* Use last date of the *grant/gift fund*
LOA - Activity Pay Instruction (PTI) - Not For Credit **Employee Type: Semester (PTI Hours Per Week)**	Effective date should be the date when the add job is entered in Workday.	Job profile: Semester PTI (hours per week) do not have an end date.	No compensation as the compensation is thru the PAP.	Same as hire date	Leave blank unless a *grant/gift fund.* Use last date of the *grant/gift fund*
LOA - Activity Pay Instruction (PTI) - One Type Payment **Employee Type: Semester (PTI Hours Per Week)**	Effective date should be the date when the add job is entered in Workday.	Job profile: Semester PTI (hours per week) do not have an end date.	No compensation as the compensation is thru the PAP.	Same as hire date	Leave blank unless a *grant/gift fund.* Use last date of the *grant/gift fund*
LOA – Hourly **Employee Type: Temporary (Fixed Term)**	Date employee begins working in additional job	Date job ends *Could be same as last day working at UNLV or last day of job*	Same as End Employment Date	Same as hire date	Leave blank unless a *grant/gift fund.* Use last date of the *grant/gift fund*
Temporary – Hourly **Employee Type: Temporary (Fixed Term)**	Date employee begins working in additional job	Date job ends *Could be same as last day working at UNLV or last day of job*	Same as End Employment Date	Same as hire date	Leave blank unless a *grant/gift fund.* Use last date of the *grant/gift fund*
Student – Hourly **Employee Type: Student (Fixed Term)**	Date employee begins working in additional job	Date job ends *Could be same as last day working at UNLV or last day of job (use anticipated end date or graduation date)*	Same as End Employment Date	Same as hire date	Leave blank unless a *grant/gift fund.* Use last date of the *grant/gift fund*

NOTES

Additional jobs for Academic Faculty, Administrative Faculty, Residents (Medical or Dental) and Classified are rare. Please contact your Temp Hire & HCM Support Analyst or your Talent Acquisition team member or with questions.

For Student Employment questions, please contact the Student Employment Specialist.

For Graduate Assistant additional jobs, contact Graduate Student Financial Services.

Add Additional Job

Edit Position

Used for Position Management employees and involves making a change to the FTE% (scheduled hours), changes to the job profile / classification (without compensation changes), and updated duties for the job description.

Edit Position: Position Management

Position Type	Effective Date	End Employment Date	Compensation Actual End Date Actual End Date	Costing Allocation Start Date Start Date	Costing Allocation End Date End Date
Academic Faculty - Visiting	Effective date of offer letter	End employment date of offer letter	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Administrative Faculty	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Post-Doctoral Scholar	Effective date of offer letter	End employment date of offer letter	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Salary	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Hourly	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Leave blank *If there is an end employment date, use that date*	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

Please contact your Compensation & Classification analyst with questions.

For changes to POOLED positions, refer to the Edit Job Page.

Edit Job

Used for the Job Management (Pooled) employees and involves making changes to FTE% (scheduled hours) and extending the End Employment Date.

Edit Job: Job Management

Position Type	Effective Date*	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date Start Date	Costing Allocation End Date End Date
LOA - Salaried	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Hourly	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Temporary - Hourly	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed. Date should not go beyond the fiscal year.	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Student - Hourly	Date you want change to go into effect	Last day of employment with UNLV (use anticipated end date or graduation date)	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

*There should be no break in service. If there is a break in service, a termination and rehire must be done.

Please contact your Temp Hire & HCM Support analyst with questions.

For Academic Faculty, Administrative Faculty, Post-Doctoral Scholars, and Classified, refer to the Edit Position page.

For Graduate Assistant changes, contact Graduate Student Financial Services.

Request Compensation Change

Involves market adjustments, COLA, step increases, updating stipends, LOA salaried increases, and hourly rate increases.

Request Compensation Change: Position Management

Position Type	Effective Date	Employee Visibility Date (optional)	Compensation Actual End Date Actual End Date	Costing Allocation Start Date Start Date	Costing Allocation End Date End Date
Academic Faculty	Date new salary begins	Date new salary begins	Leave blank *If there is an end employment date, use that date*	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Administrative Faculty	Date new salary begins	Date new salary begins	Leave blank *If there is an end employment date, use that date*	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Post-Doctoral Scholar	Date new salary begins	Date new salary begins	Last date of fiscal year (06/30/####)	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Salary	Date new salary begins	Date new salary begins	Leave blank *If there is an end employment date, use that date*	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Hourly	Date new salary begins	Date new salary begins	Leave blank *If there is an end employment date, use that date*	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

For Position Management please contact your Compensation & Classification analyst with questions.

Request Compensation Change: Job Management

Position Type	Effective Date	Employee Visibility Date	Compensation Actual End Date Actual End Date	Costing Allocation Start Date Start Date	Costing Allocation End Date End Date
LOA - Salaried	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA Hourly	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Temporary - Hourly	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Student - Hourly	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

For Job Management please contact your Temp Hire & HCM Support analyst or Student Employment Specialist with questions.

For LOA PTI jobs, use the Manage Period Activity Pay process instead of Request Compensation Change.

For Graduate Assistant compensation changes, contact Graduate Student Financial Services.

Period Activity Pay

Used to compensate a worker in equal sums over a period of time, is administered outside of normal compensation business process, and is paid in accordance with a specific academic year, academic period, instructional/research/clinical activities, and campus housing.

Period Activity Pay: Position Management

Position Type	Effective Date	Academic Period	Activity Start Date	Activity End Date	Payment Start Date*	Payment End Date*	Costing Allocation Override Start Date
Academic Faculty	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details
Visiting Faculty - Overload	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details
Administrative Faculty - Overload	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details
Medical Resident - Overload	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details
Post-Doctoral Scholar - Overload	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details
Graduate Assistant - Overload	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details

NOTE

*If you are entering a PAP late, contact your Temp Hire & HCM Support analyst.

Period Activity Pay: Job Management

Position Type	Effective Date	Academic Period	Activity Start Date	Activity End Date	Payment Start Date*	Payment End Date*	Costing Allocation Override Start Date
LOA - Activity Pay Instruction (PTI) - For Credit	Leave current date	Select Period in which Activity is performed	First day of obligation	Last day of obligation	First day of obligation	Last day of obligation	Enter costing allocation details
LOA - Activity Pay Instruction (PTI) - For Credit - Modular Course	Leave current date	Select Period in which Activity is performed	First day of modular course	Last day of modular course	First day of modular course	Last day of modular course	Enter costing allocation details
LOA - Activity Pay Instruction (PTI) - Not For Credit	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details
LOA - Activity Pay Instruction (PTI) - One-Type Payment	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details
Student Residential Assistant	Leave current date	Select Period in which Activity is performed	Date work begins	Date work ends	Date work begins	Date work ends	Enter costing allocation details

NOTE

*If you are entering a PAP late, contact your Temp Hire & HCM Support analyst.

End Additional Job

Used for terminating an employee's relationship with UNLV and ceases payroll processing to the employee.

End Additional Job: Job Management

Position Type	Job End Date*	Last Day of Work	Pay Through Date	Notify By	Costing Allocation Start Date	Costing Allocation End Date
LOA - Salaried	The last day the employee physically works the additional job	The last day the employee physically works the additional job	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - For Credit - PAP must be ended before ending job	Last day of obligation worked	Last day of obligation worked	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - Not For Credit - PAP must be ended before ending job	The last day the employee physically works the additional job	The last day the employee physically works the additional job	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - One Type Payment - PAP must be ended before ending job	The last day the employee physically works the additional job	The last day the employee physically works the additional job	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Hourly	The last day the employee physically works the additional job	The last day the employee physically works the additional job	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Temporary - Hourly	The last day the employee physically works the additional job	The last day the employee physically works the additional job	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Student - Hourly	The last day the employee physically works the additional job	The last day the employee physically works the additional job	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

NOTES

*Use Last Date of Work as the End Date unless Workday specifies to use a different date.

For Graduate Assistant end additional jobs, contact Graduate Student Financial Services.

Termination

Used for terminating an employee's relationship with UNLV and ceases payroll processing to the employee.

Termination: Position Management

Position Type	Termination Date	Last Day of Work	Pay Through Date	Resignation Date (optional)	Costing Allocation Start Date***	Costing Allocation End Date
Academic Faculty - 9 Month - Employee terms **after** they have fulfilled their teaching obligation	Depending on which semester the employee terms in, either 12/31/xx or 6/30/xx	Last day of contract obligation	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Academic Faculty - 9 Month - Employee terms **before** they have fulfilled their teaching obligation	The last day the employee physically works	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Academic Faculty - 12 Month	Last day in paid status*	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Administrative Faculty	Last day in paid status*	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Resident (Medical or Dental)	Last day in paid status*	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Post-Doctoral Scholar	Last day in paid status*	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Salary	Last day in paid status*	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Classified - Hourly	Last day in paid status*	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

Termination: Job Management

Position Type	Termination Date	Last Day of Work	Pay Through Date	Resignation Date (optional)	Costing Allocation Start Date***	Costing Allocation End Date
LOA - Salaried	The last day the employee physically works**	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - For Credit	Last day of obligation worked	Last day of obligation worked	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - Not For Credit	The last day the employee physically works**	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Activity Pay Instruction (PTI) - One Type Payment	The last day the employee physically works**	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
LOA - Hourly	The last day the employee physically works**	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Temporary - Hourly	The last day the employee physically works**	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*
Student - Hourly	The last day the employee physically works**	The last day the employee physically works	Last day of the month following the termination date *Extend if additional payment is due*	Date employee submits resignation	Leave costing allocation start date and funding information.	Leave blank unless a *grant/gift fund. Use last date of the grant/gift fund*

Termination

NOTES

*Last day in paid status means the employee's physical last date plus any PTO already scheduled; in other words, the date the employee separates from UNLV.

**Use last day of work for the Termination Date unless Workday specifies to use a different date.

***Confirm that the position has a costing allocation start date and funding information.

For Graduate Assistant terminations, contact Graduate Student Financial Services.