

Employee Termination Report NWREMP INSTRUCTIONS

This report will provide data on all employees for a timesheet organization or mid-level code that have a termination date in the system, as well as those that have a .01 suffix. This can help you determine the employees that need to be continued, reappointed, or allowed to complete termination.

These employees have a termination date embedded within the EPAF – e.g. Student (ST), Work Study (SF/SI) and Non-Student Non-PERSI (T4). This report also provides information on those temporary Board Appointed positions with a .01 suffix.

This report can be used to provide information to supervisors or managers to assist in determining whether individual employees need to be extended (via a IHFCSP EPAF – continuation). It can also identify those .01 suffix employees that the department will need to post the fiscal year reappointment EPAF for.

This report is great for answering the following questions:

- 1) Who do I reappoint for the next semester?
- 2) How do I know when my Research Assistants are expecting to terminate?
- 3) Who do I need to reappoint for the next fiscal year?

This report does **not** provide your permanent PCNs with a suffix of 00. Refer to the Departmental Employees Report (NWRDERP) Instructions for all employees.

Go to: NWREMP and enter the parameters as listed:

- 1) Active as of Date: This should be today's date for the most accurate information. It is acceptable to use a previous date but do not use a future date as you may miss employees that have a termination date from now until the future date listed.
- 2) Timesheet Orgn or Mid-Level Code: This is the timesheet org or mid-level code you want to run the report on.
- 3) Chart of Accounts: This should be listed as V for Vandal Number.

Process: NWREMP Employee Termination Report Parameter Set:

PRINTER CONTROL

Printer	DATABASE	Submit Time		PDF Font Size
Special Print		MIME Type	Plain Text	Delete After Days
Lines	60	PDF Font		Delete After Date

PARAMETER VALUES

Number *	Parameters	Values
01	Active as of Date	04/14/2022
02	Timesheet Orgn or Midlv Code	
03	Chart of Accounts	

1 of 1 Per Page

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
Enter the last day of employment (DD-MON-YYYY)

SUBMISSION

Save Parameter Set as

Name Description

Hold / Submit Hold Submit

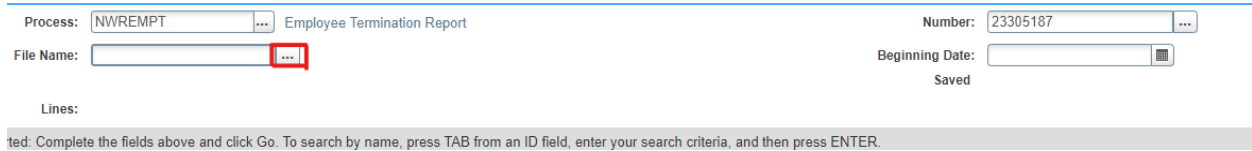
- 4) Select Submit.

Employee Termination Report

NWREMPT INSTRUCTIONS

To review the report, go to the top right corner and select “Related”

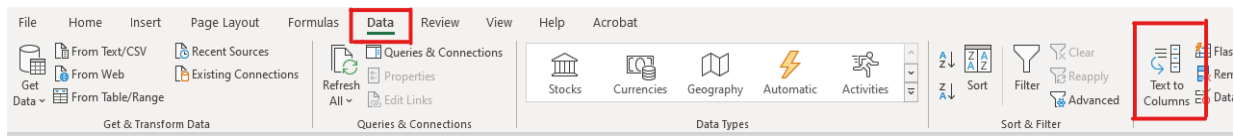
1. Select “Review Output [GJIREVO]”
2. The file number will automatically populate for the file you just requested. Select the three dots next to file name which will pull up a new window for you to select the right document (.lis file).



From the preview of the .lis file, you can select Tools in the top right corner, and export the file to Excel.

Here you will notice that the report runs together and you will need to separate the data into columns.

- 1) Remove the top 5 lines of information as they are not necessary to the report.
- 2) Highlight Column A. Select the Data tab then “Text to Columns”
- 3) Select “Fixed Width” then select Next>



- 4) Scroll through the preview of the columns proposed by excel based on your selections and adjust them as needed. You can move the line breaks to match your specifications.
- 5) Select Next>
- 6) Here you can adjust the information settings within each column you created.
- 7) Finally, select Finish.

