

Aurora Action Processing for Involuntary Terminations

Department:

- Departments work with HR Consultant or Coordinator to process Term Appointment INV (Involuntary) Termination Actions. Additionally, VOL (Voluntary) Term Appointment Terminations are included in this process.
 - Term appointments that are ending may be VOL or INV depending on circumstances.
 - If the employee provides a resignation letter, the termination can be coded as VOL.
 - Otherwise, if the employee is leaving as a result of the term appointment ending, (including for lack of grant funding) it should be coded as INV.
 - Departments create an Outlook reminder from Master List for Term Appointments
- If a Time Reporter, enter/approve time up to Last Date of Employment (Day before Effective Date/Next Regularly scheduled Paycheck Date).
 - Time/Absence verification and/or removal of Time/Absences if needed
- Tax Deferred Account (TDA)/Vacation (VAO)/Longer Service Vacation (LSO)Payouts (If applicable)
- If no Direct Deposit is needed due to extenuating circumstances or if the employee is not setup with Direct Deposit; attach a Fed Ex Label for Overnight delivery on the Aurora action, for FAS Payroll to provide to UFS Central Payroll for processing.

For INV Term appointments terminating with Last Date Worked/Appointment End Dates that do not fall on a Regularly Scheduled Paycheck Date, Departments should work with HR to determine one of the following options:

- 1) Pay the employee early with the regularly scheduled check date that is **before** the scheduled Appointment End Date.
 - a. This would need to include all time/wages/payouts up to the Appointment End Date on the record for the Employee.
- 2) Extend the current Appointment End Date on the record for the Employee to meet the **next** regularly scheduled paycheck Check Date

HUMAN RESOURCES (HR):

- All INV Actions (with or without severance (SEV) payments) will be processed by the FAS HR Coordinators.
 - SEV payments documentation including Separation Agreements, depending on the situation, should be attached to the termination action
- Ensure use of INV coding for the action/reason in Aurora
 - Include notes if unable to use INV coding for an Involuntary Term. As an example, in cases when Transition Support has been provided and the agreement states the termination will be coded as a Resignation in Lieu Discharge, the only option in Aurora is to code is as VOL. However, these need to be treated as INV terminations for the final paycheck law.
- Make notes that the payment should include wages up to Last Date of Employment (Day before Effective Date/Next Regularly scheduled Paycheck Date).
- If a Time Reporter - Enter/Approve Time up to Last Date of Employment

- Time/Absence verification and/or removal of Time/Absences if needed
- If no Direct Deposit is needed due to extenuating circumstances or if the employee is not setup with Direct Deposit; attach a Fed Ex Label for Overnight delivery on the Aurora action, for FAS Payroll to provide to UFS Central Payroll for processing.

PAYROLL (PR):

- FAS PR will confirm with FAS HR in email if the Aurora Action needs more info/or is good to go.
- Payments will go in the regularly scheduled paycheck (Check Date will match Last Date of Employment).
- Payments will be added in the Create Additional (ADL) page in PeopleSoft for regularly scheduled paycheck processing.
- Payments will be made in the manner the Employee normally receives payments, unless a hard check is requested due to extenuating circumstances w/Fed Ex Label attached in action (FAS PR will email the request to UFS Central Payroll).
- Payments associated with wages to be paid early (up to Last Date Worked) will be cancelled by FAS PR in the subsequent future paycheck due to the termination to ensure that they are not paid again

FAS Involuntary Termination Process: <https://finance.fas.harvard.edu/links/special-edition-january-2023-payline>

Please Note: Currently, this Aurora Action business process is for Admin Prof/Support Staff. Additional Employee classes will be implemented at a later time.