



Guided Practice 4A

Termination Events

June 12, 2017

This guide will walk you through how to create a member's termination event.

This guided practice assumes you already know how to:

- [Log in](#) to MyTRS

For additional information and troubleshooting please contact your district's assigned ESU representative or EmpSup@trb.state.ma.us

When an employee leaves the school district, a termination event needs to be entered for the member under their employment record in MyTRS.

How to Create a Termination Event

1. Login to MyTRS.
2. Select “View/Update Employee Information” from the home page or from the “Go To” drop down list at the top of the page.
3. Enter the member’s last name or SSN in the “Select Member” search field.



The screenshot shows the top navigation bar with the breadcrumb "Home > Your Employees > View/Update Employee Information". Below the navigation bar are two tabs: "Demographics" and "Employment". The "Demographics" tab is active. Below the tabs is a search field labeled "Select Member:" containing the text "Fassett". A red circle with the number "3" is placed over the search field. To the right of the search field is a "Search" button.

4. Click Search.



The screenshot shows the same interface as the previous one, but the "Search" button is now highlighted with a red circle and the number "4".

5. When the member’s record comes up, click the **Employment** tab.



The screenshot shows the same interface as the previous one, but the "Employment" tab is now active and highlighted with a red circle and the number "5". Below the tabs, the text "Employee/Member: FASSETT, COLIN (New Search)" and "SSN: XXX-XX-2013" is displayed.

6. The Employment Screen:

Home > Your Employees > View/Update Employee Information

Demographics | Employment

Employee/Member: FASSETT, COLIN (New Search) SSN: XXX-XX-2013

Employment Information

Sort | Columns | View Row | Records | Print | Export

Active	Start Date	Stop Date	Employer Code	Employer Name	Position	Pay Freq	Pay Dur	Temp/Sub	Enrollment Status
<input checked="" type="radio"/>	09/01/2017		9005	GOTHAM PUBLIC SCHOOLS	Speech Patholo	21	LS	<input type="checkbox"/>	Pending Enrollment

Events

Add | Delete

Sort | Columns | View Row | Records | Print | Export

Active	Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Cont Term
<input checked="" type="radio"/>	Contributing	09/01/2017	09/01/2017	//	75	0	10

Rate/R+

Rate/R+ Pending Review:

R+:

Regular Rate:

2% Rate:

Save

* Denotes Required Field

7. Under the "Events" section, enter an "Event Stop Date" on the current Contributing or LOA event.

a. The "Event Stop Date" is the last day the member worked for the district.

In this example the last day the member worked (or last paid day if the member was on an LOA) was 05/26/2017.

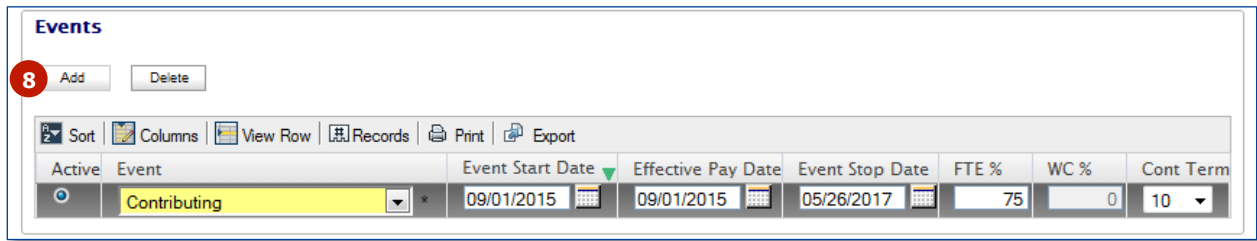
Events

Add | Delete

Sort | Columns | View Row | Records | Print | Export

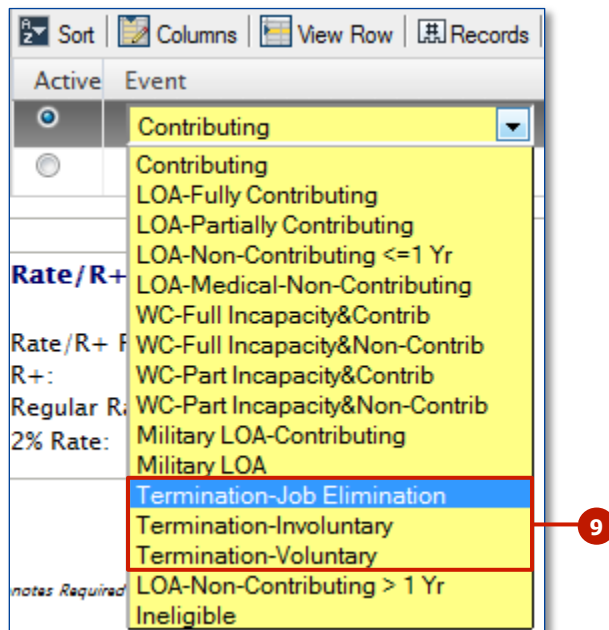
Active	Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Cont Term
<input checked="" type="radio"/>	Contributing	09/01/2015	09/01/2015	05/26/2017 7	75	0	10

8. Click **Add** - this will add a new blank row.



9. From the "Event" drop down list, select the appropriate termination type.

- a. **Termination – Job Elimination:** Use this code when the position itself will no longer exist.
- b. **Termination – Involuntary:** Use this code when the member has been terminated involuntarily.
- c. **Termination – Voluntary:** Use this code when the member has resigned from their position or has completed their contract term for this position but will not be returning to the district.



10. Enter an “Event Start Date” for the termination event.

- a. The “Event Start Date” should be **one calendar day after** the “Event Stop Date” that was entered in step 7. There cannot be a gap between event stop and start dates.

In this example, the “Event Start Date” is 05/27/2017.

Active	Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Cont Term
<input checked="" type="radio"/>	Termination-Voluntary *	05/27/2017 10	//	//	0	0	
<input type="radio"/>	Contributing *	09/01/2015	09/01/2015	05/26/2017	75	0	10

11. Enter an “Effective Pay Date”.

- a. The “Effective Pay Date” for a termination event is the **day after the member’s last pay check**.

In this example, the member’s last pay check was on 06/01/2017, so the “Effective Pay Date” is 06/02/2017.

Active	Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Cont Term
<input checked="" type="radio"/>	Termination-Voluntary *	05/27/2017	06/02/2017 11	//	0	0	
<input type="radio"/>	Contributing *	09/01/2015	09/01/2015	05/26/2017	75	0	10

12. The “Event Stop Date” should be left blank.

Active	Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Cont Term
<input checked="" type="radio"/>	Termination-Voluntary *	05/27/2017	06/02/2017	// 12	0	0	
<input type="radio"/>	Contributing *	09/01/2015	09/01/2015	05/26/2017	75	0	10

13. Click **Save**.

Events

Sort Columns View Row Records Print Export

Active	Event	Event Start Date	Effective Pay Date	Event Stop Date	FTE %	WC %	Cont Term
<input checked="" type="radio"/>	Termination-Voluntary *	05/27/2017	06/02/2017	/ /	0	0	
<input type="radio"/>	Contributing *	09/01/2015	09/01/2015	05/26/2017	75	0	10

Rate/R+

Rate/R+ Pending Review:

R+:

Regular Rate:

2% Rate:

13

14. If you have another member to terminate, click **New Search**, the member's last name or SSN and repeat the steps above.

Home > Your Employees > View/Update Employee Information

Demographics **Employment**

Employee/Member: FASSETT, COLIN (New Search) **SSN:** XXX-XX-2013

14