

AUTO TERMINATION SCHEDULE

Employee Class	Process Reason	Criteria Date
<p style="text-align: center;">Class 4 Temporary Casual/Seasonal</p>	<p style="text-align: center;">Department did not reappoint the employee to work after the expected end date</p>	<p style="text-align: center;">Expected End Date is ""before" the 1st of the month prior to processing month Ex: February 2021 processing uses Expected End date < 01/01/2021</p>
<p style="text-align: center;">Class 5 Student Hourly Employment</p>	<p style="text-align: center;">Department did not work or pay the student for at least 6 months</p>	<p style="text-align: center;">Expected End Date is "before" the 1st of the month 6 months prior to processing month Ex: February 2021 processing uses Expected End Date < 08/01/2020</p>
<p style="text-align: center;">Class 6 Teaching & Graduate Assistants</p> <p style="text-align: center;">Class 7 Part-Time Lecturers</p> <p style="text-align: center;">Class 8 Appointments/ Coadjutants (Except W/S Innstructos & Faculty Summer Research0</p> <p style="text-align: center;">Class 9 Appointments</p>	<p style="text-align: center;">The department did not reappoint the employee to work a subsequent academic or calendar year (employee has not worked for at least 8 months)</p>	<p style="text-align: center;">Expected End Date is "before" the 1st of the month 8 months prior to the processing month Ex: February 2021 processing uses Expected End date < 06/01/2020</p>
<p style="text-align: center;">Class 8 Winter/Summer Instructors (W/S Instructors) & Class 8 Job Clss Code 99916 Faculty Summer Research</p>	<p style="text-align: center;">Department did not reappoint the employee to work a subsequent Winter or Summer Session (employee has not worked for at least 12 months)</p>	<p style="text-align: center;">Expected End Date is "before" the 1st of the month 1 yr prior to the processing month Ex: February 2021 processing uses Expected End date < 02/01/2020</p>