Terminating Page Reports
Terminating page reports include terminating activity for a specified time frame. Below is an example of a Personal Transaction Report (PTR) for terminated and retired employees, with a list of corresponding columns and filters below the image.

Termination-Retire Confidential Report  For Selected Action or Effective Dates

<table>
<thead>
<tr>
<th>Other Active Jobs</th>
<th>Active Job on Campus</th>
<th>Cur Emp Flg</th>
<th>Employee ID</th>
<th>EMPL RCD#</th>
<th>Employee Name</th>
<th>Termination Date</th>
<th>Eff Seq</th>
<th>Jobcode ID - Descr</th>
<th>Organization Relationship</th>
<th>HR Dept</th>
<th>Pay Status</th>
<th>Employee Classification</th>
<th>Location Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/27/2017</td>
<td>0</td>
<td>Employee</td>
<td>Terminated</td>
<td>Terminated</td>
<td>Terminated</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/3/2017</td>
<td>0</td>
<td>Employee</td>
<td>Terminated</td>
<td>Terminated</td>
<td>Terminated</td>
<td>Terminated</td>
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<td></td>
<td></td>
<td></td>
<td>11/3/2017</td>
<td>0</td>
<td>Employee</td>
<td>Terminated</td>
<td>Terminated</td>
<td>Terminated</td>
<td>Terminated</td>
<td></td>
</tr>
</tbody>
</table>

* indicates current Job Row
Red "Y" indicates Other Active Job
Yellow warning after name indicates employee was also a manager
Note: Future Effective Dated Terminations will always show active jobs until the termination date is reached

Columns in Report:
- Business Unit
- Dates From and To
- Other Active Jobs - does this employee have other active empl records in the university?
- Active Jobs on Campus - does this employee have other active empl records on this campus?
- Note: active job indicators helps determine which employee access should be ended.
- Flag - "+" indicates this is the current Job Row
- Employee ID
- EMPL RCD# - Employee Record
- Employee Name
- Termination Date
- Eff Seq
- Jobcode ID - Descr
- Organization Relationship
- HR Dept
- Pay Status
- Employee Classification
- Location Desc

Filters:
- Action Code is equal to / is in RET; TER
AND
- (Action Day Date is between prompt dates OR Effective Date is between prompt dates OR Termination Date is between prompt dates)