Expected Job End Date

This job aid describes the use of the *Expected Job End Date* field in **Job Data** and how to access the Expected End Date Audit query for monitoring this date.

**WHAT IS AN EXPECTED JOB END DATE?**

The *Expected Job End Date* field is used to define an expected appointment end date. It is a required field for employees in these groups:

- Undergraduate and Graduate Students who are not Graduate Assistants
- Graduate Assistants
- Temp/Casual
- 9- and 10-month
- Multi-year
- Temporary Posted
- Temporary No-Post

The *Expected Job End Date* value is the last day of work.

**WHERE IS IT ENTERED?**
Expected Job End Date (cont.)

WHY IS IT ENTERED?

The business process requires the use of this field to monitor appointment end dates through a query. 

*Expected Job End Date* must be entered to ensure:

- The encumbering calculation does not continue through the end of the fiscal year for 9- and 10-month appointments, and undergraduate students.

- The Graduate Assistant tuition benefit calculation runs. To monitor, run the Graduate Assistant/Student No End Date (UM_HR_GRD_NO_END_DATES) query.

If *Expected Job End Date* is not entered, it can adversely affect all the reasons listed above!

HOW DO I MONITOR THE EXPECTED JOB END DATE?

The Expected End Date Audit query is used to monitor appointments. When employees are within 30 days of their termination, suspension, or short work break, the information can be entered as an action/reason code in *Job Data* with an effective date of the day AFTER the last day worked.

HOW DO I ACCESS THE QUERY?

MyU > Key Links > Reporting Center > Human Resource Management > HR Queries

Or, in HRMS, navigate to Main Menu > Reporting Tools > Query > Query Viewer. Search for this query: UM_HREXPECTED_END_DT_AUDIT

Note: If the query does not produce expected results, check to see that *Expected Job End Date* exists in Job Data. If the *Expected Job End Date* incorrect, submit an HRMS correction to Central.

DOES EXPECTED JOB END DATE AFFECT THE CONTRACT IN CONTRACT PAY?

*Expected Job End Date* will show on the Notice of Appointment, but will otherwise not affect the contract in Contract Pay.