

Minnesota State Colleges & Universities Office of the Chancellor – Human Resources

How do I code employee's who have been laid off?

A layoff transaction may be processed for classified employees as well as MSCF, IFO and MSUAASF faculty.

In SEMA4 – Review Unemployment Code attached to PCN

Organizational Development > Position Management > Maintain Position/Budgets > Add/Update Position Info – Barg Unit/Cost Projection Tab – Unclassified Authorization Field.

- Value should be I1XX for faculty.
- Value should be XXXX for classified employees.

In SCUPPS –

Employee Tab - Institution – Specific Employee Info

- Enter **L** in the *Separation Type* field.
- Enter the last date of employment in the *Separation Date* field.

Bargaining Tab

- End the current bargaining record with the last date of active employment.
- Using the action code LOF, add a new bargaining record for the time period of the layoff.

Jobs Tab

- Add the *Layoff Notice Date* and *Layoff Expiration Date* for the job record.
- Edit the *End Date* on the *Appointment Status* to be the last date of employment.

Assignment Tab

- Edit the *End Date* for *Assignment Details* to be the last date of employment.
- Edit the *End Date* for *Cost Center Distribution* to be the last date of employment.
- Click **Recalc Assignment Details** to recalculate the assignment salary and FTE.
- Edit the *End Date* for *Pay Disbursement* to be the last date of employment.
- Click **Save, Continuing Editing** to recalculate the pay disbursement information to agree with the cost center distribution.
- Click **Save** to accept the record.
- Add an action/reason to send the transaction to SEMA4 via the interface.
- Action should be LOF.
- Choose one of the following action reasons:
 - LO6 = Permanent Layoff, 6 mo ER Cont
 - LO9 – Permanent Layoff, 9 mo ER Cont
 - L12 – Permanent Layoff, 12 mo ER Cont
 - LOF – Permanent Layoff
 - OTH – Layoff – Other

Refer to [SEMA4 Action/Reasons for Layoff](#) for detailed information to assist you in choosing which reason is appropriate for your situation.

Insurance and retirement should remain unchanged.

Run your HR7010 report to be sure that your separation transaction is passing.

Note: After your transaction has passed the interface, you will need to add a second action reason in SEMA4 for any employee who is eligible for a continuing employer contribution. (This will ensure that they are offered the option of the full 18 months of COBRA coverage.)

- DTA/C12 - Layoff - Permanent Layoff with Employer Insurance Contributions for 6 months (L06) and Employee Pays Insurance for 12 months (C12) - Check List.
- DTA/C09 - Layoff - Permanent Layoff with Employer Insurance Contributions for 9 months (L09) and Employee Pays Insurance for 9 months (C09) - Check List.
- DTA/C06 - Layoff - Permanent Layoff with Employer Insurance Contributions for 12 months (L12) and Employee Pays Insurance for 6 months (C06) - Check List.
- Add a new assignment for the Layoff using assignment type code 4023, and a \$0.00 pay rate.

How do I code an unclassified employee whose position is cut due to lack of funds but whose contract or plan doesn't call it a layoff?

This would include both Administrators and Unclassified Academic (MAPE/MMA).

In SEMA4 – Review Unemployment Code attached to PCN

Organizational Development > Position Management > Maintain Position/Budgets > Add/Update Position Info – Barg Unit/Cost Projection Tab – Unclassified Authorization Field.

- Value should be IXXX for Administrators.
- Value should be I1XX for Unclassified Academic.

In SCUPPS –

Employee Tab - Institution – Specific Employee Info

- Enter **T** in the *Separation Type* field.
- Enter the last date of employment in the *Separation Date* field.

Bargaining Tab – current bargaining line

- Edit the *End Date* to the last date of employment.
- Enter **RIF** and the **separation date** in the *Message* field.

Jobs Tab – Appointment status for position that is ending

- Edit the *End Date* to the last date of employment.

Assignment Tab – assignment that is ending

- Edit the *End Date* to the last date of employment for *Assignment Details*.
- Edit the *End Date* to the last date of employment for *Cost Center Distribution*.
- Click **Recalc Assignment Details** to recalculate the assignment salary and FTE.
- Edit the *End Date* to the last date of employment for *Pay Disbursement*.
- Click **Save, Continuing Editing** to recalculate the pay disbursement information to agree with the cost center distribution.
- Click **Save** to accept the record.
- Add an action/reason to send the transaction to SEMA4 via the interface.
- Action should be TER.
- Reason will likely be one of the following:
 - OS9 – Term with ER Contributions (followed by S12)
 - S12 – Begin 12 Months of COBRA Continuation
 - TRM – Term Without Rights

Review [SEMA4 Help](#) for more detailed information on action/reasons for separation.

Insurance and retirement should remain unchanged.
Run your HR7010 report to be sure that your separation transaction is passing.

Created on 2/25/09
Updated on 3/16/09