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## Terminating Primary Job/Secondary Jobs

This document provides instructions on how to terminate a Job that contains a HIRE row, a Job Indicator of Primary, and the employee has another job(s) at the same college which does not contain a HIRE row that needs to remain active.

**NOTE**: Additional Jobs that contain a **HIRE** row will not be terminated when the process below is followed.

## Terminating a Job that contains the Hire row and indicated as Primary

If the assignment you wish to terminate is designated as **Primary** and also contains the HIRE row, it must be changed to be the **secondary** job prior to terminating the record. When the record is terminated, it will terminate other active jobs that do not have a HIRE row. This job will need to be re-activated.

### Job Data

**Navigation>Workforce Administration>Job Information>Job Data>Work Location**

1. Retrieve the **current** Primary row.
2. ADD a row
3. Enter the data below
* **Effective Date**- Enter effective date of the termination
* **Job Indicator –** Change to **Secondary** (You may get several messages. Click OK)
* **Action –** Choose **Termination**
* **Reason –** Choose Reason from dropdown**.**

**SAVE**



NOTE: When you save the record you will get several messages. These are just warnings. Click OK



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Now you are ready to change the previous **Secondary** job to be **Primary.**

Go to the job that was indicated as Secondary.

**NOTE**: The Secondary job has been terminated and a termination row with the same effective date as the terminated record has been inserted.

To re-activate the job that has been terminated and change the Job Indicator from Secondary to Primary follow the steps below:

1. **IN CORRECTION (Do not add a row)**
2. **Enter the data below**
* **Effective Date** – Leave as default
* **Action** - Change Termination to ***Data Change****.* Notice the record becomes Active.
* **Reason** – Choose ***Job Indicator Change***
* **Job Indicator** - Change to ***Primary.***

**SAVE**



NOTE: The status of this record will automatically change from Terminated to Active.

The Action/Reason of Data Change/Job Indicator Change will not send a transaction to PMIS.

## Terminating a Secondary Job that does not contain a Hire row

Terminating a Secondary Job that does not contain a Hire row is outlined below. Terminating a Secondary Job does not affect a job with a Hire row.

**Navigation>Workforce Administration>Job Information>Job Data>Work Location**

### Job Data

1. Make sure the Job Indicator of the record you with to terminate indicates **Secondary.**
2. **ADD A ROW**
3. Complete the fields below
* **Effective Date –** Enter date of termination
* **Action** – Enter Termination
* **Reason** – Choose from dropdown

**SAVE**

