EMPLOYEE CLASSIFICATIONS & JOB END DATES

This quick reference provides a list of the Employee Classifications in UCPath as well as the system requirements for **Job End Dates**. Department business processes may include additional requirements.

Staff Employee Classifications

Empl Class for staff must be manually entered on the Smart HR Template (e.g., Hire, Rehire, Concurrent Hire, etc.). Additionally, the **Job End Date** fields drives auto-termination functionality for staff employees.

EMPL Class	Description	Job End Date
1	Contract	Required
2	Career	**Do not enter an end date on Career jobs**
4	Limited	Recommended*
5	Student: Casual/Restricted	Required
6	Per Diem	Recommended*
7	Partial Year Career	
8	Floater	Required
13	Contingent Worker	
15	Rehired Retiree	Required
C	Conversion Use Only	

Academic Employee Classifications

Empl Class for academics is system-derived based on the **Job Code**. Job End Date field stops accruals but only drives auto-termination if the **End Job Automatically** box is manually checked.

EMPL Class	Description	Appointment End Date
3	Recall	Required
9	Faculty	
10	Non-Faculty	
11	Academic Student	Required
14	Contingent Worker	
20	Conversion Use Only	
21	Emeriti	
22	Deans/Faculty Admin	Recommended*
23	Post Docs	Required
24	Medical Residents	

*Recommended = UCPath system displays a message to confirm you do not want to enter an end date

Job End Date Considerations

- If you forget to add the **Job End Date** for an employee when it is not required but "recommended," you can submit a Pay Path transaction to add to the **Job End Date** to the employee's job record after the hire is active in UCPath.
- To extend an employee, a PayPath transaction must be underlined approved in UCPath at least underlined one day prior to the **Job End Date** or the employee will be terminated.
- **Job End Date** is also referred to as **Appointment End Date.**