

## Employee Termination Report (NWREMPT) + How to Import into Excel

This report will give you all employees for a Timesheet Organization or Mid-Level Code that have a Termination Date in the system and those that have an .01 Suffix. This can help you determine the employees that need to be continued, reappointed or allowed to terminate.

These employees are those that have a Termination Date embedded within the EPAF – e.g. Student (ST), Work Study (SF / SI) and Non-Student Non-PERSI (T4). The report also provides information on those temporary Board Appointed positions, e.g. with a Suffix of 01.

It can be used to provide information to Supervisors or Managers to assist in determining whether individual employees need to be extended (via an IHFCSP EPAF – Continuation). It can also identify those .01 employees that the department will need to post the Fiscal Year Reappointment EPAF

Please Note: This report will not provide your Permanent PCN's with a Suffix of 00. See Departmental Employees Report (NWRDERP) Instructions for all employees

Common Questions this report can answer:

- Who do I reappoint for the next Semester? (Summer / Fall / Spring)
- How do I know when my Research Assistants terminate?
- Who do I need to reappoint for the next Fiscal Year?
  - Temp Board Appointed, .01 Suffix (Classified, Exempt and Postdoc)

Select one of the following Links to get started

| [NWREMPT – Enter your Timesheet Orgn or Mid-Level Code.....Page 2](#) |

| [Review Output.....Page 3](#) |

| [Import into Excel.....Page 4](#) |

\*To return you will see a **GOLD** box like this one:



Simply click on it and it will return you to this page!

**Updated as of March 30, 2015**

In Banner, go to NWREMPT – Employee Termination Report

Process:   Parameter Set:

Printer Control

Printer:  Special Print:  Lines:

Parameter Values

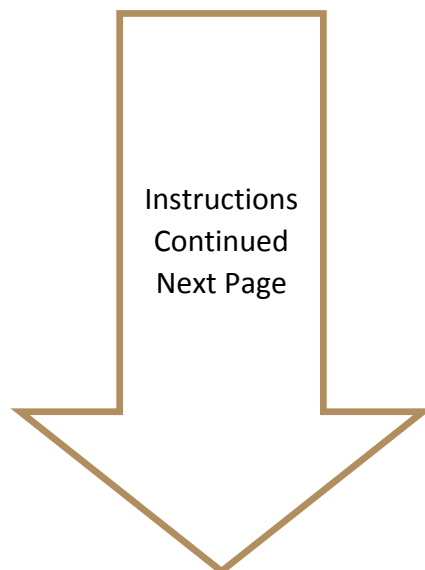
Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Active as of Date"/>	<input type="text" value="22-APR-2014"/>
<input type="text" value="02"/>	<input type="text" value="Timesheet Orgn or Midlvl Code"/>	<input type="text"/>

You can use a back-dated date, e.g. beginning of the Fiscal Year or Calendar Year. If you use a future date, you may miss employees that have a term date from now until the future date. It is recommended that you use the current date.

Enter your Timesheet Orgn or Mid-Level Code, then Page Down and hit F10 to submit.

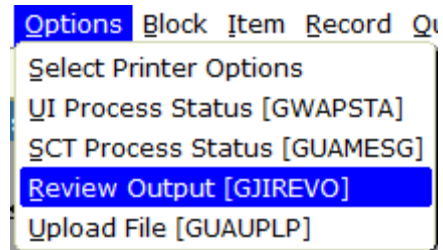
Submission

Save Parameter Set as Name:  Description:   Hold  Submit



Once the process has run, go to Review Output:

Options menu, then select Review Output (GJIREVO)



Select the .lis file from the options

The screenshot shows the 'Saved Output Review' window for 'GJIREVO 8.6UI (\* PROD \*)'. The process is 'NWREMP' (Employee Termination Report) with number '16388525'. The 'Beginning Date Saved' field is empty. Below the form is a table of available files:

Output File Name	Record Count	Date Saved	Time Saved
PROD_danieln_nwrempt_16388525.lis	137	22-APR-2014	04:05:57 PM
PROD_danieln_nwrempt_16388525.log	42	22-APR-2014	04:05:57 PM

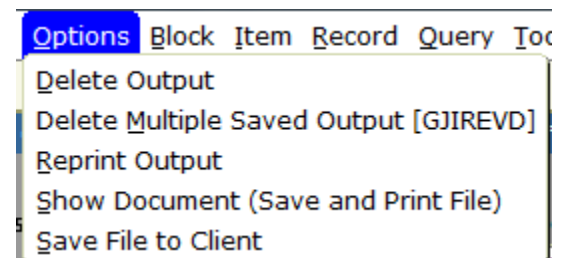
Within the Options menu, you can use either:

- Show Document (Save and Print File)

[\*Note\* - sometimes you need to hit Ctrl while performing this action and/or set your settings in your Web Browser to allow pop-ups for this action.]

- Save File to Client

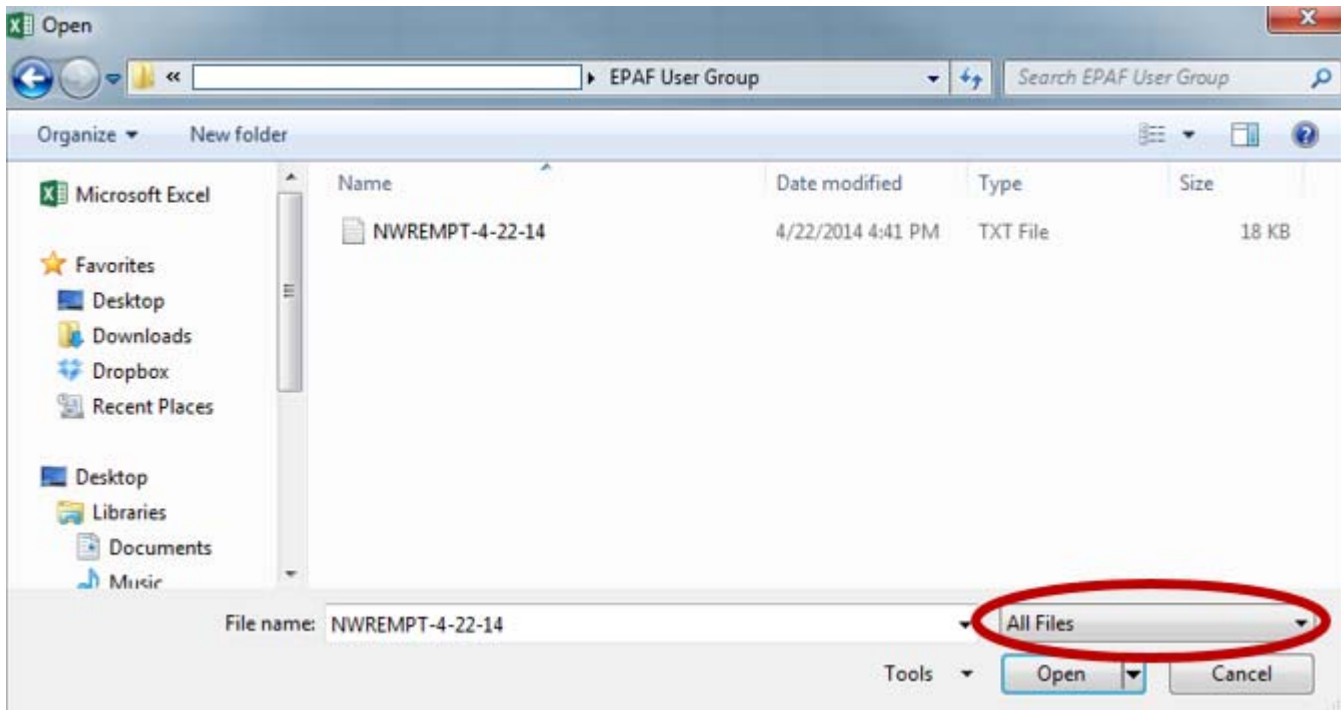
- Either Option, save as .txt file (Text File)



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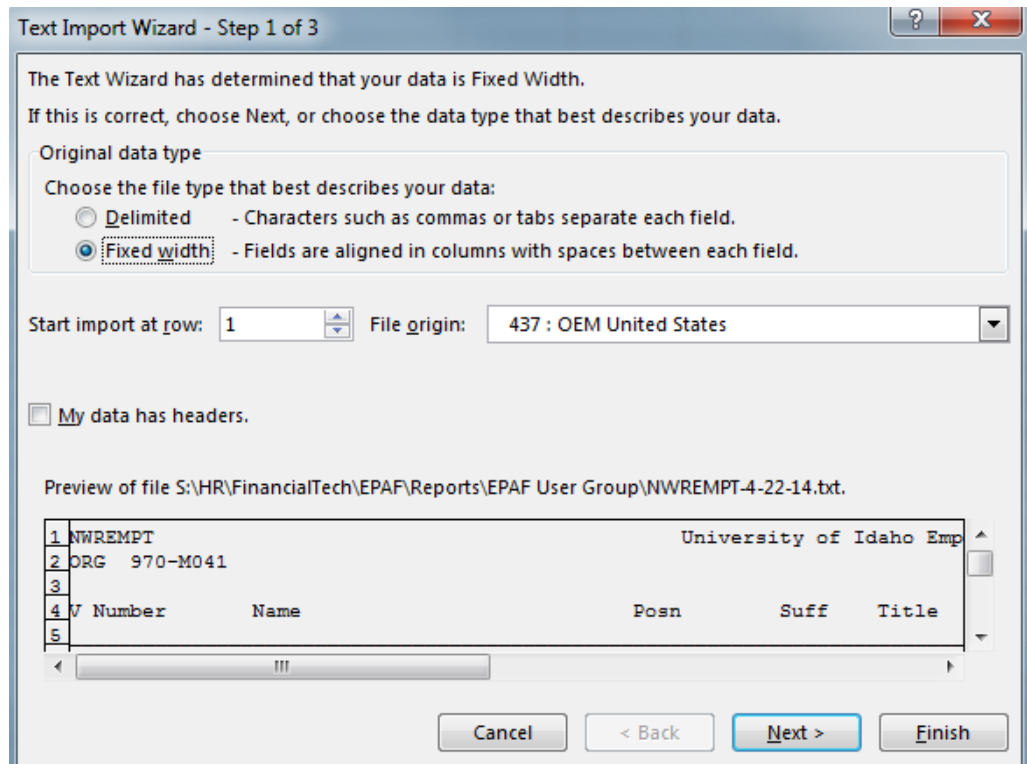
Next Step: Import into Excel  – Open Microsoft Excel

When you open the file, be sure that “All Files” is selected from the drop-down so it will recognize the .txt file.

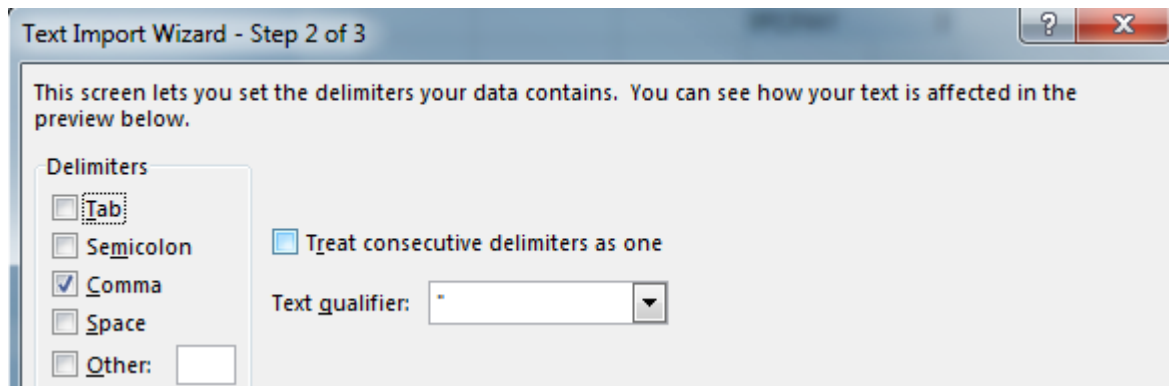


### Text Import Wizard

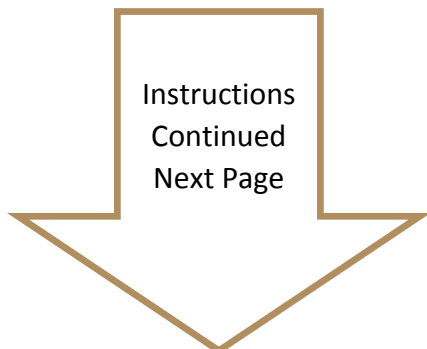
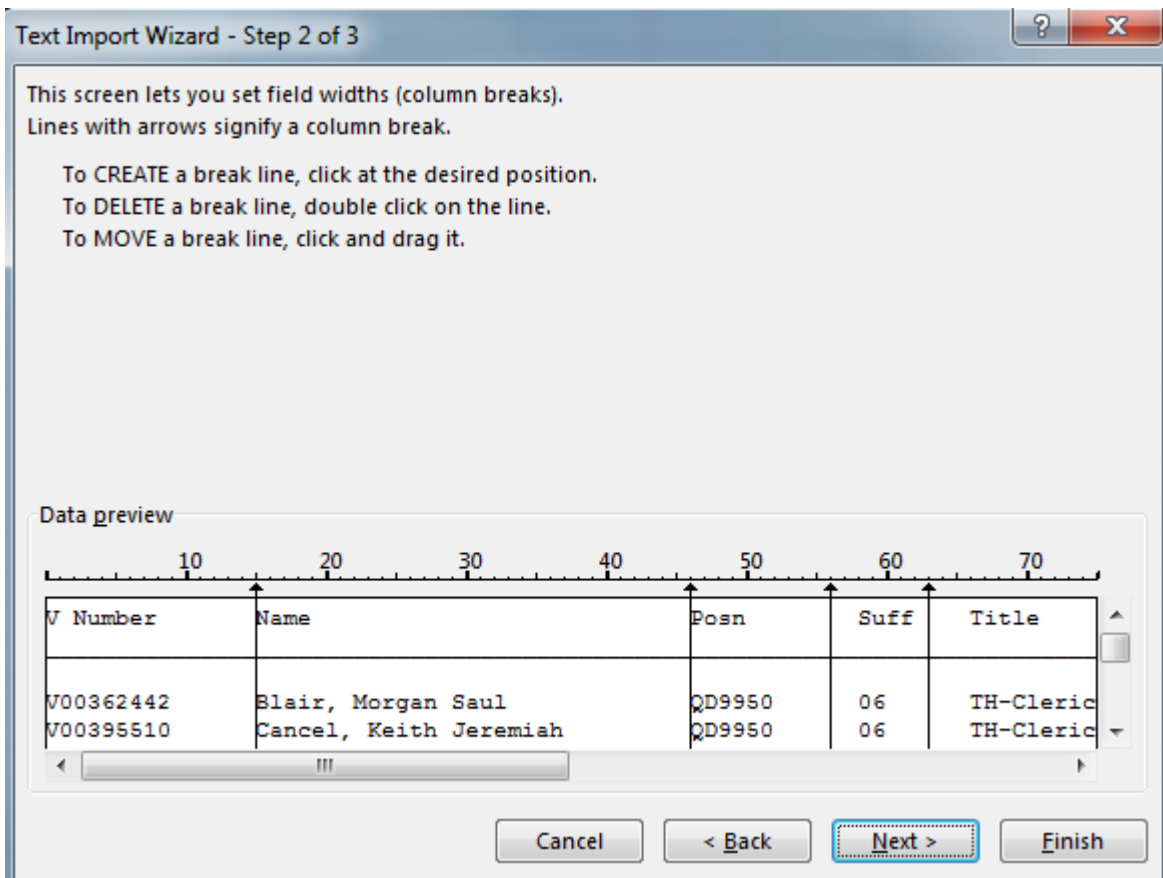
- Use Fixed Width
- Click “Next”



- Select “Comma” for Comma Delimited Files (.csv type)



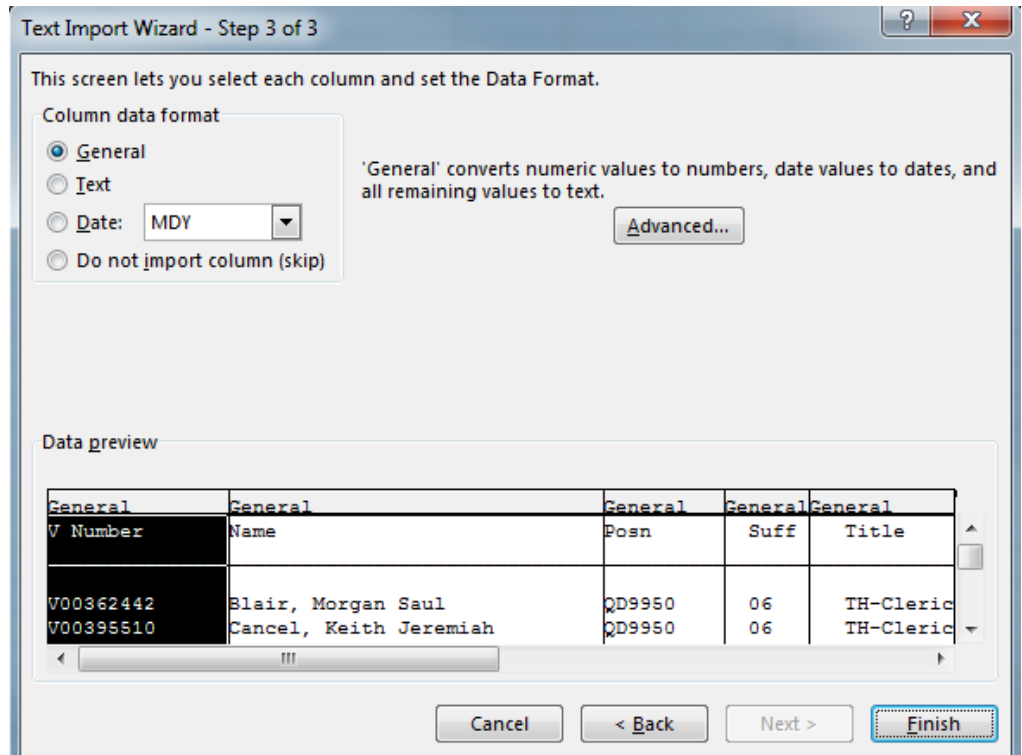
Use this step to set your columns for the spreadsheet. You can click on an area and also remove columns by double-clicking on a line. Scroll down + across to make sure you have all of the information ready to import



In the final step, you can specify the columns as General, Text, or Date Format.

It is recommended to use the Date format (DMY) and to use Text for Suffix (e.g. 06 instead of 6) and PCN (e.g. 009530 instead of just 9530)

Hit Finish and you will have a spreadsheet.



Note that the information will not import 100% to Excel. For example, the info below cuts off header info and sometimes column headers. But it is better to re-create these. Just note that for this report, it organizes the information by Org code for a given Mid-Level. Thanks to Auxiliary Services for allowing me to use Mid-Level M041 for this example

V Number	Name	Posn	Suff	Title	Salary	Status	Term Date
V00362442	Blair, Morgan Saul	QD9950	06	TH-Clerical/Tutor		T	24-May-14
V00395510	Cancel, Keith Jeremiah	QD9950	06	TH-Clerical/Tutor		T	24-May-14
V01221681	Garcia, Belen J.	QD9900	05	TH-Clerical/Tutors		A	
V00367225	Miller, Gwen	009530	01	Enterprise Accountant		A	

You can then manipulate the information within the spreadsheet by Org Code, and by Employee type. Notice that if there is no "Term Date" that this means they are on an .01 Suffix and will need to be reappointed at Fiscal Year by the department

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